

# PORTLANDSTAGE

## The Theater of Maine

### Apprentice Application Instructions

Summer Education Apprenticeship -- Due Feb 15 2025

Season Long Apprenticeship (spots in all areas of the theater) -- Due Mar 1 2025

1. Fill out the Apprenticeship Application via Jotform. It is linked here and on the website.
2. Upload a cover letter to your Jotform application.
3. Upload a current resume with 3 references to your Jotform application.
4. Answer the additional questions on Jotform. (What are your career goals?, Why are you seeing an Apprenticeship at this time?, Why are you an ideal candidate for an Apprenticeship at Portland Stage?, How did you hear about Portland Stage's Apprenticeship?).
5. Request two letters of recommendation. Make every effort for at least one of the letters to be from someone who has directly supervised your work in the area in which you are applying.
  - a. Letters of Recommendation may be uploaded with the application or emailed separately to [apprenticesearch@portlandstage.org](mailto:apprenticesearch@portlandstage.org), but **they must arrive by the deadline**.
  - b. These can be the same people that are listed as references or they can be different people. Make sure to find people that can write the letter and get it submitted by the deadline.
  - c. Label your recommendation letters with Applicant last name, first name, Recommendation from Recommender's Last Name, First Name (Ex: "Smith, Jane - Recommendation from Silver, Bob")
6. Reminders:
  - a. **Before submitting your application, be sure to read the FAQ's regarding the Apprenticeship Program on our website.**
  - b. **Press the save button and create a login for Jotform to save your progress or fill out in one sitting.**
  - a. **Your application will not be processed until it is complete.**

#### Apprenticeship Specific Application Materials:

1. **Directing/Dramaturgy** applicants must include a **two page** writing sample that demonstrates your ability to incorporate research or observation and write in an engaging, readable style.
  - a. We will only read 2 pages, if you send us 10 we will read the first two and ignore the rest; be sure to give us 2 pages that focus on your best work. This can be from a paper you wrote for school, playbill insert, or other relevant work.
  - b. Writing during the apprenticeship will be done primarily for *PlayNotes*, our dramaturgy resource guide; feel free to find it on our website ([www.portlandstage.org/playnotes](http://www.portlandstage.org/playnotes)) and review it before applying. Writing samples do not need to match what you would write for *PlayNotes*.
2. **Education and Summer Education** applicants must include one sample lesson plan.
  - a. Our programming ranges from 4 to 18 years old, pick an age range and submit a lesson plan for an active, 45 minute theater workshop. Lesson plan does not need to be for an existing Portland Stage program.
3. **Production and Stage Management**
  - a. Applicants are encouraged to submit paperwork and/or portfolio samples that best display your practical skills or a particular project you feel highlights your abilities.

Questions should be emailed to [apprenticesearch@portlandstage.org](mailto:apprenticesearch@portlandstage.org)