

**ATLANTIC STAGE
2009 – 2010 SEASON
APPRENTICE RULES**

GENERAL THEATRE RULES

- 1) Report to the Stage Manager upon arrival and before leaving, using only the back door, unless told otherwise.
- 2) DO NOT exit the building without adult supervision as you walk to your cars.
- 3) Do not park in reserved parking spots.
- 4) If you are running late, please call the Stage Manager and let her/him know that you are delayed.
- 5) No smoking on Atlantic Stage/ 79TH Avenue Theatre property.
- 6) If you are in the show, do not eat or drink soda in costume.
- 7) Keep the green room free of trash or personal items.
- 8) If you wish to purchase food or drink from the concession stand, please do so only during intermission and from the concession workers. These will be discounted to cast/crew members.
- 9) The office computers, copiers, and desk areas are not for your personal use. If you should need to do theatre business or research, please do so only with permission from the stage manager or staff.
- 10) Please do not use office phones except in an emergency or to call your parents/family for purposes of ride arrangements.
- 11) There are showers available if you should need to shower before a show or rehearsal. Please bring your own towels and keep the showers clean.
- 12) Cell phones should be off during rehearsals and from half hour prior to performance until 10 minutes after a performance. Messages may be checked on breaks. Parents will be given the Stage Manager's cell phone number, which will remain on, in case of emergencies.

RUNNING CREW RULES

- 1) As soon as you arrive and check in with the stage manager, begin your preshow duties. When they are complete, then you may socialize and do homework, etc. Remember you are here to do a job.
- 2) To help keep the green room clean and free of clutter, please be prompt in throwing trash into the receptacles provided. Trash and recycling cans will be found in the green room. If they are full, please bring them to the outside trash bins.
- 3) Please, no friends or family backstage or in the green room during rehearsal or performances. This includes other apprentices not involved in the show currently in production.
- 4) You may do homework, play cards, games etc., as long as it does not interfere with your running crew duties. Please, put away any items used during the course of an evening.
- 5) Keep the noise to a minimum backstage and in the green room. Remember that sound travels extremely well throughout our space.
- 6) No unnecessary headset chatter.
- 7) Remember that this apprentice program counts towards your school credit and is a class, therefore, the rules accepted by the county schools also apply here. If you have questions about specific rules as they apply to Atlantic Stage, please speak with Mindi Penn or Monica Bell.

**ATLANTIC STAGE IS A PROFESSIONAL THEATRE COMPANY.
PLEASE RESPECT IT AS SUCH, AND BEHAVE AS PROFESSIONALS WHEN WORKING.**

**ATLANTIC STAGE
2009-2010 SEASON
APPRENTICE SCHEDULES**

CONFLICTS

- 1) You will be provided with a copy of rehearsal and performance schedules on the first day you are called. Please give any conflicts to the Stage Manager as soon as you know about them. This will allow us to train a replacement.
- 2) If you are consistently late, do not follow the other rules, or are disruptive, you will be asked to leave the show. If so, you will not receive apprentice points for that show.
- 3) IF YOU ARE NOT AT SCHOOL DURING THE DAY, YOU ARE NOT ALLOWED TO RUN THE SHOW AT NIGHT. This is a school district rule. If you do not attend school on the day of a required rehearsal or performance, please inform the stage manager as soon as you can so that we may find a replacement.

SCHEDULES

Parents please know that we will dismiss the apprentices no later than 10:30 pm during rehearsals and at approximately 11:00pm during performance runs.

Please be prompt in picking them up. We do not think it is wise for apprentices to “hang out” at the theatre and their presence necessitates staff members to remain for purposes of their safety and well-being.

During tech weekend (the weekend before the opening) we will be working 8-10 hour days. The apprentices will need to be present for most of these rehearsals to learn their various jobs in relation to the show. Please let the Stage Manager know immediately of any conflicts (including homework) during this weekend.

CALL TIMES FOR APPRENTICES

REHEARSAL CALLS: 6:30 – 10:30 pm

TECH WEEKEND: 1-5 pm & 7-10:30 pm Saturday and Sunday (One of these periods, you may be off)

EVENING PERFORMANCES: 6:30 pm until the end of the show (10:30 or 11:00 pm)

SUNDAY MATINEES: 1:30 pm until the end of the show (5:30 or 6:00 pm)

We will inform the apprentices involved in running the show, the exact time of a given performance prior to their first arrival in the rehearsal process.

WE WILL DISMISS THE APPRENTICES AT 10:30 PM DURING REHEARSAL AND AT APPROXIMATELY 11:00 PM DURING PERFORMANCES. ATLANTIC STAGE CANNOT ACCEPT RESPONSIBILITY FOR YOUR CHILD ONCE HE/SHE IS IN HIS/HER CAR OR CAR POOL VEHICLE.

Atlantic Stage is a professional organization looking to train young theatre artists in an atmosphere where their work is valued and their growth is marked. The staff of working professionals at Atlantic Stage is ready and willing to answer any questions that an apprentice may have in relation to the work at hand and to the greater questions of theatre production. We encourage the apprentices to ask any questions of the staff or teachers when appropriate.

**ATLANTIC STAGE
2009-2010 SEASON**

CONTENT

Parents are responsible for determining if the themes and content of the plays are appropriate for their child. Parents are encouraged to read the plays prior to committing to the Apprentice Program. All of these plays are readily available for purchase online. You may also contact Mindi Penn or Monica Bell for more information.

**Denotes previews *Denotes matinees

PROOF by David Auburn

November 4-21

**11/4, 11/5, 11/6, 11/7, 11/12, 11/13, 11/14,*11/15, 11/19, 11/20, 11/21, *11/22

2001 Pulitzer Prize / Tony Award Best Play

Catherine has spent years caring for her brilliant but unstable father. Now, over the course of a long weekend, she deals with her own volatile emotions, a burgeoning romance and the discovery of a mysterious notebook, all the while wondering: How much of her father's madness—or genius—will she inherit?

SANTALAND DIARIES by David Sedaris

December 2-19

**12/2, 12/3, 12/4, 12/5, 12/10, 12/11, 12/12,*12/13, 12/17, 12/18, 12/19, *12/20

"A DELIGHTFULLY thorny account of working as a Yuletide elf at Macy's. Priceless observations, both outrageous and subtle. Destined to hold a place in the annals of American humor writing." —NY Times

ALMOST, MAINE by John Cariani

March 10 – 27

**3/10, 3/11, 3/12, 3/13, 3/18, 3/19, 3/20, *3/21, 3/25, 3/26, 3/27, *3/28

On a cold, clear, moonless night in the middle of winter, all is not quite what it seems in the remote, mythical town of Almost, Maine. Almost's residents find themselves falling in and out of love in unexpected and often hilarious ways.

ELEEMOSYNARY by Lee Blessing

April 28 – May 15

**4/28, 4/29, 4/30, 5/1, 5/6, 5/7, 5/8, *5/9, 5/13, 5/14, 5/15, *5/16

Sensitive and probing, this masterful play examines the subtle and often perilous relationship between three remarkable women: a young girl, her mother, and her grandmother.

COMPLIMENTARY TICKETS

Each Atlantic Stage Apprentice will receive 2 complimentary tickets for the run of any show on which they are working so that parents may see the show for free. (This is not 2 tickets per night of performance.) Additional tickets will need to be purchased through the Atlantic Stage Box Office.

**ATLANTIC STAGE
2009 – 2010 SEASON
APPRENTICE JOB DESCRIPTIONS**

GENERAL GUIDELINES

- All crew members need to wear full blacks starting on the Tuesday night dress rehearsal and throughout the run of the show. Blacks consist of: Long or short sleeved black shirt, long black pants, black socks and soft-soled black shoes.
- If you do not own these, please let us know and we will provide them.
- Those with long hair, please pull it back for your safety.
- The stage manager is your direct supervisor. If you have any problems or questions regarding
- Please treat the stage manager with the respect that is due.
- If you should have problems with or questions about the stage manager, or any other staff member of Atlantic Stage, please discuss these with either Mindi Penn or Monica Bell.
- Please be quiet when watching rehearsal so as not to disrupt the process. Feel free, in rehearsal, to respond to the content of the play although once the run begins we must ask that the booth and the backstage area remain silent. Communication should be limited to that which is required for the running of the show. Intermission can be used for some socializing so long as you fulfill any duties required for the set-up of the second half of the show.
- Keep in mind that you are watching the rehearsal to learn the show to see where, when, and how you need to do your jobs.
- The headsets are to be used for cues only and in case of an emergency.

JOB DESCRIPTIONS

1 REHEARSAL ASSISTANT

This position is an assistant to the stage manager. It carries with it a large time commitment, about 24 hours a week for up to 6 weeks. This person should be a second year apprentice or come into the program with a fair amount of experience in the theatre. The RA will know the show very well and will be involved in the entire rehearsal and performance process.

REHEARSAL

- 1) Help stage manager with any notes needed...blocking, prop notes, line notes.
- 2) Help SM set-up for each evening's rehearsal.
- 3) Will be responsible for pulling rehearsal props.
- 4) Will make copies for stage manager and director as needed.
- 5) Attends crew watch, tech rehearsals, dress rehearsals, previews.

PERFORMANCE

- 1) The RA will usually be the head crew member backstage, serving as props master and leading the other apprentices in their crew duties.
- 2) Reports any technical or personnel problems to the stage manager immediately.
- 3) Must wear full blacks.

1 PRODUCTION ASSISTANT / swing crew

This position is a second assistant to the stage manager. She/he will assist the SM and RA during rehearsals. If the primary RA cannot be at rehearsal, the production assistant will take over. They should attend 3 – 4 rehearsals per week, scheduled up front with the stage manager. This position should be offered to a second year apprentice, if possible, with

light and /or sound board experience. The production assistant will know the show well and should attend, in addition to the 3-4 rehearsals a week as scheduled, all stumble-throughs and run throughs.

REHEARSALS

- 1) Generally assist the RA and the SM.
- 2) Attend crew watch, tech rehearsals, dress rehearsals, previews.

PERFORMANCE

- 1) The production assistant will be a swing, usually working backstage on shift crew. However, if a board-op or back stage crew member is unable to make a performance, the PA will swing into this position.
- 2) Must wear full blacks.

1 SOUND BOARD OPERATOR

Sound Board Operator is responsible for running the sound board according to the sound designer's plot and following the stage manager's calls. She/he will be given instruction on how to run the equipment, basic troubleshooting and problem solving tactics, and will work closely with the stage manager.

REHEARSALS

- 1) Attend crew watch, tech rehearsals, dress rehearsals, previews.

PERFORMANCE

- 1) Performs sound check and headset check prior to house opening.
- 2) Sweeps and/or mops the floor.
- 3) Runs show during the performance run.
- 4) Must wear blacks.

1 LIGHT BOARD OPERATOR

Light Board Operator is responsible for running the light board according to the lighting designer's plot and following the stage manager's calls. She/he will be given instruction on how the equipment works, basic troubleshooting and problem solving tactics, and will work closely with the stage manager.

REHEARSALS

- 1) Attend crew watch, tech rehearsals, dress rehearsals, previews.

PERFORMANCE

- 1) Perform a dimmer check and black check before show, turn running lights on and off.
- 2) Assist the sound board operator to do sound checks.
- 3) Sweep and/or mop the floor.
- 4) Must wear blacks.

1 or more PROPS/SHIFT CREW

These crew members are responsible for running the scene shifts. They maintain and check the prop tables before and after the show. They might have some food preparation/dish washing duties. These jobs may entail heavy lifting/moving of furniture or set pieces. These crew members may help with costume changes.

REHEARSALS

- 1) May be asked to help make small props according to ability and needs.
- 2) Performs small notes as asked.
- 3) Attends crew watch, tech rehearsals, dress rehearsals and previews.

PERFORMANCES

- 1) Runs show as detailed during tech and dress rehearsals and previews.
- 2) Keeps backstage area clean.
- 3) Maintains props with the RA/Swing.
- 4) Informs RA/SM of expendable needs (food, paper products, etc.)

1 or more DRESSERS

These crew members run the costume changes and assist with maintenance. They will work backstage helping set up and run quick changes. They are also responsible for any ironing or small mending needed on the costumes during the run of the show. They may be asked to help with laundry duties. The dressers will be given some instruction in sewing, mending and ironing and shown where the supplies for such are kept. They will be asked to help keep the dressing rooms neat and tidy.

REHEARSALS

- 1) Attend crew watch, tech rehearsals, dress rehearsals, previews.
- 2) Take care of costume notes in rehearsal.

PERFORMANCE

- 1) Run show as detailed during tech and dress rehearsals.
- 2) Keep dressing rooms clean.
- 3) Help with quick changes.
- 4) Help with ironing and maintenance of costumes.
- 5) Help with laundry.

**ATLANTIC STAGE APPRENTICE PROGRAM
2009-2010 SEASON
APPLICATION FORM**

STUDENT NAME _____

PARENT NAMES _____

STUDENT MAILING ADDRESS _____

PHONE NUMBERS - If child resides in multiple households, please indicate that here: Yes No

1 st Parent Name		2 nd Parent Name	
1 st Parent HOME PHONE		2 nd Parent HOME PHONE	
1 st Parent WORK PHONE		2 nd Parent WORK PHONE	
1 st Parent CELL PHONE		2 nd Parent CELL PHONE	

E-MAIL ADDRESSES - PLEASE DO NOT PROVIDE AN ADDRESS THAT YOU WILL NOT CHECK.

Atlantic Stage has permission to email apprentice information directly to my child.

(A duplicate email will be sent to a parent email address if provided on this form.)

Atlantic Stage DOES NOT have permission to email apprentice information to my child.

Student Email Address <i>Please Print CLEARLY</i>	
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I check my email on a daily basis.

I check my email on a weekly basis.

1 st Parent Email Address <i>Please Print CLEARLY</i>	
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I check my email on a daily basis.

I check my email on a weekly basis.

1. I have read and understand the attached Atlantic Stage Apprentice Rules in their entirety.
2. I understand that the attached rules are subject to change primarily with respect to specific rehearsal schedules. However, I will be notified of any changes prior to my making a final commitment to the Apprentice Program.
3. I understand this form is the beginning of the application process and does not guarantee acceptance into the Apprentice Program.
4. I understand that I will be notified using the above contact information if my application is accepted. This will begin my audition process which may include one or all of the following: a monologue audition, an parent/student information session, interviews, and/or teacher recommendations.

STUDENT SIGNATURE _____ Date _____

1. As the parent, I have read and understand the attached Atlantic Stage Apprentice Rules in their entirety.
2. I intend to support my child in this audition process and throughout the season should my child be selected as an Atlantic Stage Apprentice.

PARENT SIGNATURE _____ Date _____

**MAIL COMPLETED APPLICATION TO: ATTN: Apprentice Program, Atlantic Stage
P.O. Box 7402, Myrtle Beach, SC 29572-3738**