

# WRITERS THEATRE JOB POSTING

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**Position:** Education Apprentice, Spring 2026

**Location:** Glencoe, IL (Hybrid)

**Department:** Arts Engagement & Education

**Time Commitment:**

- January 8 - 31, approximately 10 hours total In-School Observation
- February 2 – May 8, 12 hours per week minimum

**Reports To:** Director of Arts Engagement and Education & Education Manager

**Compensation:** \$40/hour for teaching and \$16/hour for administrative work & prep

## Position Summary

Writers Theatre's Education Apprenticeship is designed for young professionals or advanced college students seeking to gain practical experience in arts administration and teaching artistry. The Apprentice will work closely with the Education Manager and Director of Arts Engagement and Education to develop curriculum, provide classroom instruction, carry out administrative tasks, and support our in-school residency programs, student matinee series, and onsite learning programs. This role is fully integrated into the daily operations at Writers Theatre and will have the opportunity to learn from other professionals employed at the theatre. Department staff and the Apprentice will work together to set and track professional development goals. In addition to in-depth mentorship, the Apprentice may have the ability to receive school credit and participate in professional development seminars. To view a full listing of educational programs, please visit [www.writerstheatre.org/education](http://www.writerstheatre.org/education) or see the end of this posting.

The ideal candidate will:

- Have some prior experience working with young people.
- Have some prior experience working in the performing arts, professionally or non-professionally.
- Have a strong collaborative spirit.
- Be able to balance collaborative and independent projects.
- Prioritize communication and organization.

*We want to acknowledge that experience comes in many forms. This position requires the skills listed here, but they are not a prerequisite for employment. If your prior experience does not align with most or all of these qualifications, but you have a passion for education, young people, and the arts, please do not hesitate to apply.*

## Responsibilities

- Create and implement curriculum for in-school residencies and onsite learning programs in collaboration with WT Education staff.
- Observe and co-teach in-school residencies.
- Assist in the coordination of in-school residencies.
- Support community engagement events as needed.
- Support day-of tasks for Student Matinee performances.
- Attend regular meetings with WT Education staff.
- Submit regular updates and reflections about classroom work.
- Maintain and organize contact databases.
- Proactively manage work schedule, including communication with department staff, tracking teaching and administrative hours, and regularly submitting timesheets.
- Attend professional development workshops, classroom observations, and occasional networking events as they arise.

## **Time Commitment & Pay**

Hours will vary week to week depending on teaching schedules and are primarily weekday daytime. A minimum of 12 hours is required per week, usually within regular working hours (M-F 9am-5pm) with some weekend and evening programming. A schedule will be worked out between the Apprentice and the Arts Engagement & Education department upon hiring. Overall compensation for the position is estimated at \$4,500 over the course of the 14 weeks.

## **Requirements**

- Must have reliable transportation to Writers Theatre and various locations around Chicagoland (car, public transportation, or otherwise). Writers Theatre is accessible from the UP-N Metra.
- Must be in the office in Glencoe a minimum of one day a week. Some nights and weekends may be required.
- Must be available on select dates:
  - Select January weekdays for one hour between 8:30-11:30am (Novel Series Observation)
  - February 16<sup>th</sup>, 8:30am-3:30pm (Pop-Up Day Camp)
  - March 10<sup>th</sup> & March 11<sup>th</sup>, 9:30am-2pm (Student Matinees of *Two Sisters and a Piano*)
  - March 30<sup>th</sup> – April 3<sup>rd</sup>, 8:30am-3:30pm (Spring Break Camp)
  - April 24<sup>th</sup>, 8:30am-3:30pm (Pop-Up Day Camp)
  - Optional but highly encouraged: April 25<sup>th</sup>, 4:30pm-10pm (Annual Gala)
- Must have availability to teach the following in school-residencies to be scheduled with department staff over the course of the apprenticeship:
  - Two 10-hour Novel Series residencies. Each Novel Series residency takes place over the course of 2-3 weeks.
  - Three 2-hour ACTIVATE residencies between March 3 and March 18 for *Two Sisters and a Piano* student matinees.
- Must get fingerprint background checked and take mandated reporter training in compliance with Chicago Public Schools policies for in-school guest teaching artists.

## **To Apply:**

Submit a **resume** and a brief **statement of interest** (video, audio, or written, 250 words/2 minutes long or less) [via this form](#). In your statement of interest please address:

- Your most relevant teaching and administrative experience
- Three things that you hope to gain from this experience
- Why you think Writers Theatre would be a good fit for your career goals

Reach out to Becca Levy, Education Manager, at [education@writerstheatre.org](mailto:education@writerstheatre.org) with any questions. No phone calls please. **Applications are due by 9am, Monday December 1, 2024.**

For assistance with creating a resume, see these resources:

- City Colleges of Chicago [Resume Guide](#)
- [Resume Template](#)

## **About Writers Theatre**

Writers Theatre (WT) is a nationally recognized, award-winning theater company located on Chicago's North Shore, acclaimed for its intimate productions, bold new work, and exceptional artistry. With a commitment to telling powerful stories and serving as a cultural anchor in our community, we strive to create transformative experiences both on and off the stage. With an annual operating budget of \$6.5 Million, the theatre, now in its 34th season, is a major Chicagoland cultural destination with a national reputation for excellence, being called "America's finest regional theater company" by The Wall Street Journal. Under the leadership of Executive Director Kathryn M. Lipuma and Alexandra C. and John D. Nichols Artistic Director Braden Abraham, the company is charting a path forward for its future.

WT is an equal opportunity employer, dedicated to creating and sustaining a diverse and inclusive organizational culture and promoting a safe, supportive, and collaborative work environment conducive to professional and personal growth. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, or veteran status.

Please find more information on our culture and specific policies at the following links:

- <https://www.writerstheatre.org/about/work-with-us>
- <https://www.writerstheatre.org/about/mission-values>

## **Writers Theatre Education Programs**

*WT Education offers a variety of on-site and in-school residencies, camps, classes, and field trip opportunities for young people ages 3-18. Programs encourage collaboration and student-led cultivation of a range of creative and artistic practices. Several offerings promote literacy through arts-integrated learning practices.*

**THE NOVEL SERIES** is a 10-session theatre and literary arts curriculum designed for students to explore literature and the artistry of bringing text to life. Students engage in a layered investigation of text and enter a rigorous artistic process that includes deep academic enrichment and meaningful text-to-self and text-to-world connections. Teaching Artists collaborate with classroom teachers to create curriculum around a novel the students are studying. Students work in small groups, rotating through corners focusing on vocabulary, writing, and discussion through a theatre-based lens in addition to performance. Corner work is paired with whole-class sessions, culminating in a final presentation of student work. Novel Series partners with Chicago Public Schools in 3rd-8th grade classrooms.

**ACTIVATE** is Writers Theatre's wraparound residency designed to deepen students' engagement with the art on our stages. ACTIVATE is designed to prepare for and extend students' experiences at the theatre through participatory workshops. These pre and post-show workshops investigate contextual information and the major themes in the play working with Teaching Artists in conjunction with the school's attendance at a Student Matinee on-site at Writers Theatre. ACTIVATE partners with primarily high-schools in Chicago and the suburbs.

**ONSITE CREATIVE LEARNING** includes Pop-Up Day Camps and Spring Break Camp, Family Matinee Series, and Wake Up Words Family Playtime.