

# Washington Ensemble Theatre Recruitment Information and Process

Winter 2023/2024

## Ensemble Member Expectations

Washington Ensemble Theatre values transparency and communication when it comes to Ensemble expectations. As an Ensemble member you can expect to:

- Attend 3-hour company meetings every two weeks, scheduled based on shared availability.
- Participate in Ensemble discussions and decision-making practices in meetings and/or by email.
- Support the administration of the organization within the areas of your personal skills and interests.
- Assist in the production of mainstage programming by attending all-hands calls and signing up for a minimum of three box office shifts per production, (roughly 20 hours over 6 weeks, 2-3 times per year).
  - Attend the preview performance for a minimum of one production per season.
- If participating in a mainstage production, the expectations are:
  - Actors are required to assist with load-in.
  - Production Team are required to sign up for box office/house management shifts.
- Maintain open communication via email and slack based on personal boundaries.
- Attend and participate in The Ensemble's Annual Gala event and planning by assisting with:
  - Procurement
  - Communications
  - Attending the gala and leading/supporting one of the departments during the event
- Attend and/or promote Ensemble related events as you are able.

*\*\*We understand that this is a volunteer role and we will do our best to make accommodations when they are communicated in a timely manner to the project lead (minimum of two weeks)\*\**

## Ensemble Member Benefits

What an individual gets out of an experience or opportunity is always subjective. Below is a list of what current Ensemble members believe to be positive outcomes of being an Ensemble member:

- A creative home within which to build collaborations, friendships, and careers.
- Ownership and agency in administration and artmaking.
- A supportive learning environment in which to build new or existing skills.
- A team-based approach to all organizational operations, offering support and respect for any capacity restraints.
- Visibility into the complete operation of a small arts non-profit.
- Equal decision making power in choosing our season using majority voting structure.
- An open invitation to pitch new plays or projects for Ensemble consideration.
- Advocacy to assume or create any position you'd like to have in The Ensemble.
- Invitation to learn from or alongside any fellow Ensemble member.
- Safe space to question, propose, or challenge ideas with compassionate individuals.

- The opportunity to express interest and be considered for any artistic role on a WET production.\*
- \$100 quarterly honorarium for all Ensemble members, or \$125 monthly stipend for certain staff roles.
- Additional honorarium if serving in an artistic role on a Mainstage production, typically \$500.
- Participation in winter and summer Ensemble retreats, and End of Season celebration.
- Invitation to Ensemble related events (parties, donor events, etc.)
- Complimentary tickets to all Washington Ensemble Theatre programming.
- Access to all Ensemble related resources (technology, workspace, contacts, etc).

*\*Final decision on creative roles lives with the Director, Production Manager, and Artistic Leadership, but we always advocate for Ensemble Member inclusion.\**

## Recruitment Process

Still Interested? Here is an overview of what it might look like to go through our process:

- After reviewing this page, submit to the Interest Google Form, or contact [hr@washingtonensemble.org](mailto:hr@washingtonensemble.org) to submit the application verbally over video or in-person. For Winter 2023/2024 recruits, priority will be given to applications received by January 8, 2024.
- You'll hear from an Ensemble member letting you know we've received your application to open up a channel of communication for you to ask questions, or share anything you may want to add to your application. Depending on your departmental interests, you may be invited to meet with one or more Ensemble members working in that area.
- The full Ensemble will review your submitted interest, and you will be contacted about next steps. All applications received before January 8 will be reviewed during our company retreat January 12-14, and applicants will hear about next steps in the following week. If applying after that date, an Ensemble member will be in contact about a timeline for reviewing your application.
- An interview with the majority of the Ensemble will be scheduled based on shared availability. Ensemble Membership is always decided by unanimous vote, so that all members know they have the enthusiastic support of all of their colleagues.

*Please let us know if you have any questions!*

[hr@washingtonensemble.org](mailto:hr@washingtonensemble.org)