

## Equity Apprentice Stage Manager Advisors

The apprenticeship program is an important and positive part of the learning process for emerging Equity stage managers. But this process can also be difficult and filled with frustration for apprentices. At times, they may feel out of the loop and have no one to talk to about issues, other than the person with whom they are apprenticing. Since apprentices are not members until they complete the required apprentice credits and join the Association, they have neither a right to “representation” by Equity nor access to the benefits of membership. Consequently, Equity staff is limited in the resources that it is able to extend to the apprentices.

Equity's SM Committee would like to help bridge this gap. We are organizing a list of members in good standing within each region, whom apprentices could email with questions that they have about Equity, our scale agreements, or stage management in general. Your role would not be to interpret any Equity Agreements, but to give them the benefit of your experience working in a professional environment.

1. We are seeking participants who believe in the mentoring process and would be willing talk to the apprentices about their concerns in a timely fashion. If being an "Apprentice Stage Manager Advisor" interests you, please contact the SM Committee at [caea.sm.committee@gmail.com](mailto:caea.sm.committee@gmail.com). Please include the following information (choose as many as you wish):
  - Name
  - Region
  - Areas of experience / specialties:
    - Scale of theatre
      - Major festivals (Stratford Shakespeare Festival, Shaw Festival)
      - Regional theatre
      - Independent theatre
      - Small Scale theatre (Fringe Festivals, DOT, the “Indie”, and Collectives)
      - Sector 2
    - Type of theatre
      - Joint Production
      - Touring
      - Musical theatre
      - New Works
      - Theatre for Young Audiences
      - Workshops and Readings
      - Industrials
    - Other performing arts
      - Opera
      - Dance
  - Telephone number
  - Also, please craft a 50 word statement that describes your background and why you are interested in participating as an Apprentice Stage Manager Advisor

## **GUIDELINES FOR ADVISORS:**

Your intention is not to get in the way of the relationship with the apprentice's current stage manager. You should never undercut another member's process. Always stress that this is what you would do and that every stage manager is different.

- Focus on the apprenticeship and not on the specific contract.
- You are not there to hold someone's hand throughout the three years of apprenticing.
- You are just a familiar person whom they can call and bounce ideas off.
- You are not specifically assigned one person to mentor. Your wealth of experience and knowledge are being made available to all future Equity members, should they require it.
- If the question has to do with any of the clauses in the multitude of Equity's agreements, please ensure that the apprentice has the numbers of the Equity office and knows which agreement they are working under. Reception at the Equity offices route enquiries to the appropriate Business Representative based on this information.
- Encourage an apprentice to avail themselves of all of Equity's online resources (including copies of the agreements and e-search) at [www.caea.com](http://www.caea.com).
- You should never try to interpret the agreement for them – that is the purview of staff. If they or you are unsure of the agreement, contact an Equity Business Representative at [busrep@caea.com](mailto:busrep@caea.com) or call the National office.
- For any membership and apprenticeship enquiries, they should contact Equity's Membership Administrator ([membership@caea.com](mailto:membership@caea.com)). For information pertaining to the granting of additional apprentice credits for productions not mounted under a professional agreement, direct them to the appropriate Business Representative in the National Office. (be specific about your enquiry when speaking to the receptionist).
- If you feel that the issue or question is beyond your scope, please direct the apprentice to contact the SM Committee, and we will be happy to help facilitate an answer.
- We are asking for Apprentice Advisors to commit to a one-year time period. If you find that your workload or career direction no longer permits being an Apprentice Advisor, you are welcome to withdraw at the six-month mark when we update the online information.

## **HOW THE PROGRAM WILL WORK:**

1. Your name and email address will be listed on [www.caea.com](http://www.caea.com) and be publicly available to apprentices.
2. If an apprentice has a question, they may either contact an Advisor from the discipline in which they are currently working, or contact someone from their region. They will email you with the question and you will respond within 48 hours.
3. You have the option of copying the SM Committee on your response, so that a list of FAQs can be compiled and put on the SM Committee webpage for apprentices to reference.