

LCT APPLICANT – FREQUENTLY ASKED QUESTIONS

How do I apply?

To apply, please send the following via email or snail mail to the attention of LCT HIRING:

- A cover letter clearly stating your desired position, the length of contract, and your artistic goals,
- A current resume,
- At least three current references' phone numbers and email addresses (*We do not need written letters of reference. We prefer to contact your references directly if at all possible.*),
- Any pertinent examples for your particular position as described in description.

PLEASE NOTE: Be sure your name is part of the file name on everything you send us.

Do I send my application via email or snail mail?

Electronic submission is preferred but you may do either.

Send email to lct.hiring@gmail.com

Mail goes to:

Lexington Children's Theatre
ATTN: LCT HIRING
418 West Short Street
Lexington, KY 40507

Why is my email application bouncing back or undeliverable?

Are you certain you typed the email address correctly? If yes, then ...

- Do you have too many files attached and are over the size limit? Try splitting your application into two or three emails with one or two attachments each. Still having trouble?
- Send an email (with no attachments) and let us know you're having trouble and see if that goes through. We'll respond with other solutions.
- If you are still having trouble – call 859.254.4546 x234! We can provide you with an alternative email address and/or sometimes resolution does take human interaction

May I apply for more than one position?

The short answer is, "Yes, of course! Apply for as many positions as you like."

The longer answer includes the stipulation that you send them individually if the positions are in different departments (e.g. applying for Arts Administration and Stage Management). As many of the positions require very different supplemental materials, it is safest to divide them

up, otherwise you may reach the size limit on attachments pretty quickly and have everything bounce back to you.

If you are applying for positions within the same department (e.g. Education for both summer and season or Paint and Properties or General Production or Associate Artist Fall Tour and Spring regional) those applications may be combined. Just make sure you include related samples for both positions and that your cover letter CLEARLY states the positions for which you are applying.

What is the hiring window time frame?

We begin accepting and processing applications after January 15 for the forthcoming season, which begins on or about May 15. The majority of hiring for all positions happens between February 1 and March 15 of the given year. And the target for completion is (ideally) no later than April 30 for the upcoming September season.

The position doesn't start until September. Does it still fall under the above hiring window time frame?

Yes. So that we can continue to create theatre the rest of the year ALL hiring is (in an ideal world) completed between February 1 and April 30 of the given year.

When is the application deadline?

We accept applications until all positions are filled so there is no "official" deadline for application. Applying early in the process provides you more opportunities.

What happens after I send in my application?

When submitting to lct.hiring@gmail.com you should receive an automatic reply instantly letting you know your materials arrived and have been forwarded to the appropriate department. Then you are into the "hurry up and wait" time as department heads review resumes, conduct phone interviews, and begin making decisions. It's a massive puzzle, so please be patient. If you DO NOT receive an automatic response please send a second inquiry -- sometimes attachments automatically throw electronic submissions into the spam filters (depending on the size and how many).

Once your application has been forwarded to the appropriate department, that supervisor will determine if an interview is the next step. If it is they will contact you to arrange the interview via phone, Skype, or onsite. During your interview, we suggest asking what the next step and/or length of time is in that department's process for hiring so you understand the hiring window.

How do I know where LCT is in the hiring process?

Visit the [positions available](#) page of our website and click on the link to the "What's Still Available" pdf. If there is a name beside the position – it means it's filled. If there is no name we are still interviewing and hiring. It's truly that simple. With over 600 applicants in a year we regret that we cannot take the time to reply to each one individually but want to do our best to make the information available. Feel free to contact us on the status of your application

Does LCT provide housing?

Each position description indicates whether housing is guaranteed or not.

If I provide my own housing, can you pay me more?

Unfortunately, the answer is no. Even if incoming employees decline the housing our mortgage, maintenance, utilities, internet, and cable bills do not change so there is no "extra" money that would allow us to increase a stipend.

Do I have to have a car?

If you live in the townhouses, no. If you live in our Beaver Creek house, yes.

The townhouses, usually for interns and long contract associate artists, are a short walk from the theatre. About 6 longish city blocks. It takes 10 to 20 minutes (depending on how fast you walk and how much you want to enjoy the weather). The closest grocery store is about 12 blocks but a city bus runs right past the townhouses. Many of our employees do not have cars - during orientation we always identify those without cars and ask those with cars to be mindful (and helpful) at getting people places (Carpooling saves energy and shopping together is a lot more fun!).

Our Beaver Creek house, usually for managers and short contract associate artists, is almost seven miles from LCT. There is not a convenient bus route -- at least not one that runs at the hours theatre people need it. While situated in a quiet neighborhood, the house is very close to a major shopping area on Richmond Road.

Who do I contact with questions?

Submit questions via email to lct.hiring@gmail.com Make sure to include your phone number in the email and we'll call if we can't answer your question via email.

If you are finding email unsuccessful, please contact:

Esther Neel, Directing Associate

(859) 254-4546 ext 234

RESIDENT PROFESSIONAL INTERNSHIP PROGRAM

What intern positions are available?

LCT offers internships in all areas of theatre including arts administration, technical, performance, as well as education positions.

What does LCT require?

Season and Year applicants must have a degree in Theatre or related field and /or professional training OR be required to complete an internship in order to graduate. Summer applicants must be rising into their sophomore year of college.

What does LCT provide?

Other than working with experienced professionals who are passionate about the field of theatre for youth? LCT provides a \$115 weekly meal stipend, housing within walking distance of the theatre, and a guarantee of one full day off during a calendar week.

May interns hold an outside job?

Interns may hold second jobs while under contract with LCT only with **prior approval** from their supervisor. Understanding that LCT is your primary professional priority, with an ultimate goal of maintaining the quality of our product, we must take into consideration the impact accepting another job would have on performance of your duties. Additionally, as your primary employer any outside work must be scheduled around LCT's needs.

How long is an intern contract?

The length of internships depends on the department in which you work. Please see the position descriptions page to know which positions are available for which lengths.

Summer	Late May to Mid August	10 or 11 weeks depending on the calendar year	Primarily education positions
Full Year	May to May or September to September	50 to 52 weeks	Primarily production, arts administration, and two education interns
Semester	Spring or Fall	We arrange a limited number of semester length internships on an individual basis.	These are (usually) unpaid internships instigated by the applicant and may be in any department.

Is this internship for me?

Only you can answer that. Are you ready for complete immersion and total responsibility? Do you work well independently and collaboratively? Are you ready to ask for what you want in an internship? Our internships are highly demanding, hands-on positions. They are not "sit and observe what's going on" or "run and get that from the copier" positions. Interns work side by side with our professional staff assisting us in accomplishing our complex eleven show season. We do our best to tier the responsibilities of your internship allowing for continued growth throughout the mentorship process.

What opportunities are there in subsequent years?

Our organization tiers our internships:

1st year = Intern

2nd Year = Journeyman

3rd year = Company Member

Whether you return depends on if your skills and type suit the needs of the following seasons.

We also want to make sure that returning employees will continue to grow as artists -- what will you learn from the organization by staying?