

# PROFESSIONAL THEATRE TRAINING PROGRAM



## \*\*\*GUIDELINES\*\*\*

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**Theatre Ontario** is a central source of information on training, career opportunities, awards, publications, productions and resources focused on theatre. Our activities include administering several training opportunities. The Professional Theatre Training Program is the oldest of these and is supported by funding from the **Ontario Arts Council**.

**The Professional Theatre Training Program offers financial support for unique and flexible training with a chosen mentor in any theatrical discipline except performance.** For the purposes of this program, a "professional" is defined as a person who earns the majority of his or her income in the professional theatre or who has established professional peer recognition.

### ELIGIBILITY:

Applications will be accepted from professionals who wish professional development within their own discipline or a "change of direction" within their careers [examples: an actor wants to become a publicist; a stage manager wants to become a producer; a technician wants to become a designer]. Persons whose professional experience lies outside the theatre, but whose skills are readily transferable to the theatre, may also apply. **The program does not fund tuition fees or institutional training.**

### Applicants:

- Should have proven ability and a demonstrated commitment to a career in the theatre.
- Must have **at least two (2) years of professional experience following their formal education.**
- Must be current residents of Ontario, must have resided in the province for at least one year prior to the time of application, and should intend to pursue their careers primarily in this province.
- Must be Canadian citizens or have landed immigrant status.
- **Must be members of Theatre Ontario.**

### THE TRAINING PROGRAM:

- It is the responsibility of the applicant to secure an appropriate training opportunity with the person(s) under whom s/he will train. A clearly articulated working relationship between the trainer and trainee is an important ingredient for a successful training program.  
**The applicant and the trainer jointly determine the content of and the schedule for the training program.**
- It is expected that the training program will take place within or in conjunction with a professional theatre company. However, the trainer may be a qualified freelance professional.
- The applicant may apply to train with more than one individual and/or more than one company.
- Although Theatre Ontario encourages training within Canada, any training situation with a reputable and qualified trainer may be considered if the applicant demonstrates that the training opportunity is unique to the applicant's needs.

### AWARDS:

The subsistence allowance is defined as the minimum weekly amount needed to cover basic living expenses while doing the training. The average allowance is \$400 per week. The overall range of \$300 - \$500 per week was intended to reflect the level of professional experience of the applicant, from \$300/week for emerging artists to \$500/week for senior artists with over 15 years experience in the profession, and/or extenuating circumstances. Final determination of allocations and duration of subsidy are at the discretion of the jury.

### TRAVEL ALLOWANCE:

If travel away from normal place of residence is a requirement of the training, the applicant may include those travel costs. Attach an itinerary and the **least expensive means of travel available.**

## APPLICATION PROCEDURE:

Contact the Professional Theatre Coordinator **at least two weeks before the deadline** to discuss your application. The Professional Theatre Coordinator will be happy to look over a draft of your application and offer suggestions for clarification or improvement.

### ANNUAL DEADLINES

**March 1<sup>st</sup>** for projects beginning after April 15<sup>th</sup>

**October 1<sup>st</sup>** for projects beginning after November 15<sup>th</sup>

**There are no extensions to the deadline and no retroactive funding.**

The Professional Theatre Training Committee of Theatre Ontario serves as a jury to determine grant allocations. Their **decisions are final and may not be appealed**. An unsuccessful applicant may re-apply to a future deadline.

Results are announced within 6 to 8 weeks of the deadline date. Training programs may begin at any time within the twelve months after the grant has been awarded. Grants are NOT retroactive and may not be applied to any portion of the training that has taken place prior to approval of the grant.

## RESPONSIBILITIES OF RECEIVING A TRAINING GRANT:

It is important that Theatre Ontario is acknowledged in all relevant published material in the following manner:

**“The services of [NAME OF TRAINEE] were made possible through  
Theatre Ontario’s Professional Theatre Training Program, funded by the Ontario Arts Council”**

Receipt of a Professional Theatre Training Program grant obligates the participant and the trainer(s) to provide Theatre Ontario with the following:

- An **interim report from the trainee** at the half-way point [or at appropriate points] in the program. Remaining payments of the grant allocation will be withheld until the interim report has been received.
- **Final report from both the trainee and the trainer** on completion of the program. An amount equal to one-week’s allocation [or two-weeks’ in the case of longer programs] will be held until ALL final reports are received.
- The trainee will provide Theatre Ontario with one copy of all programs and published material where the trainee’s name appears.

## THE APPLICATION:

The application must be received in hard copy by 5 pm on the deadline date – **NO fax or email submissions please**.

If the deadline falls on a weekend, the next business day becomes the deadline.

The following must be included for a complete application:

- Application form signed by applicant and trainer(s)**
- A cover letter/proposal from the applicant** [2-3 pages] – see NOTE below.
- Detailed schedule of training** - weekly breakdown of training goals and content.
- Letter from the trainer/mentor outlining involvement and responsibility.**
- Applicant’s professional resumé.**
- Two letters of reference** - may be included or sent separately.

**NOTE: The covering letter/proposal should address the following points...**

What makes the training program appropriate at this time?

How will this training opportunity advance your career goals?

How has your background prepared you for this training?

If this is a change in career direction, please elaborate on why the change and how you have prepared for it.

**PLEASE DO NOT USE STAPLES, BINDINGS, SPECIALTY PAPERS OR COLOUR DOCUMENTS.**

Your application needs to be easily photocopied.

**\*\*\*KEEP A COPY OF THE APPLICATION FOR YOUR OWN RECORDS.\*\*\***

**FOR FURTHER INFORMATION OR CONSULTATION, contact:**

**Tim Chapman, Professional Theatre Coordinator**

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