

For L&I Staff Use Only

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Teri Gardner 2-28-25

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Teri Gardner 2-14-25

L&I Apprenticeship Consultant

L&I Admin

Department of Labor and Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



Request for Approval of Proposed Standards

TO: Washington State Apprenticeship & Training Council

FROM: Seattle Rep Winky Hussey Professional Arts Training Program

Check the appropriate box:

Committee

Plant

OJT

Occupation(s)	SOC Code	Hours
Director	27-2012.00	2000
Lighting Designer	27-1012.00	2000
Production Manager	27-2012.00	2000
Stage Manager	11-9072.00	2000

Form must be signed by Committee Chair and Secretary or Program's Authorized Signer

<input type="checkbox"/> Chair	Date	<input type="checkbox"/> Secretary	Date
<input checked="" type="checkbox"/> Authorized Signer	02/12/2025		
Print Name: Deanna Martinez		Print Name:	
Signature: 		Signature:	

Approved By: Washington State Apprenticeship & Training Council
Signature of the WSATC:
Date:

Teri Gardner 2-28-25

Teri Gardner 2-14-25



**APPRENTICESHIP PROGRAM STANDARDS
adopted by**

SEATTLE REP WINKY HUSSEY PROFESSIONAL ARTS TRAINING PROGRAM

(sponsor name)

Occupational Objective(s):

SOC#

Term [WAC 296-05-015]

DIRECTOR

27-2012.00

2000 HOURS

LIGHTING DESIGNER

27-1012.00

2000 HOURS

PRODUCTION MANAGER

27-2012.00

2000 HOURS

STAGE MANAGER

11-9072.00

2000 HOURS



APPROVED BY

Washington State Apprenticeship and Training Council

REGISTERED WITH

Apprenticeship Section of Fraud Prevention and Labor Standards

Washington State Department Labor and Industries

Post Office Box 44530

Olympia, Washington 98504-4530

APPROVAL:

Provisional Registration

Standards Last Amended

Permanent Registration

By: _____
Chair of Council

By: _____
Secretary of Council

SEATTLE REP WINKY HUSSEY PROFESSIONAL ARTS TRAINING PROGRAM

INTRODUCTION

This document is an apprenticeship program standard. Apprenticeship program standards govern how an apprenticeship works and have specific requirements. This document will explain the requirements.

The director of the Department of Labor and Industries (L&I) appoints the Washington State Apprenticeship and Training Council (WSATC) to regulate apprenticeship program standards. The director appoints and deputizes an assistant director to be known as the supervisor of apprenticeship who oversees administrative functions through the apprenticeship section at the department.

The WSATC is the sole regulatory body for apprenticeship standards in Washington. It approves, administers, and enforces apprenticeship standards, and recognizes apprentices when either registered with L&I's apprenticeship section, or under the terms and conditions of a reciprocal agreement. WSATC also must approve any changes to apprenticeship program standards.

Apprenticeship programs have sponsors. A sponsor operates an apprenticeship program and declares their purpose and policy herein to establish an organized system of registered apprenticeship education and training. The sponsor recognizes WSATC authority to regulate and will submit a revision request to the WSATC when making changes to an apprenticeship program standard.

Apprenticeships are governed by federal law (29 U.S.C 50), federal regulations (29 CFR Part 29 & 30), state law (49.04 RCW) and administrative rules (WAC 296-05). These standards conform to all of the above and are read together with federal and state laws and rules

Standards are changed with WSATC approval. Changes are binding on apprentices, sponsors, training agents, and anyone else working under an agreement governed by the standards. Sponsors may have to maintain additional information as supplemental to these standards. When a standard is changed, sponsors are required to notify apprentices and training agents. If changes in federal or state law make any part of these standards illegal, the remaining parts are still valid and remain in force. Only the part made illegal by changes in law is invalid. L&I and the WSATC may cooperate to make corrections to the standards if necessary to administer the standards.

Sections of these standards identified as bold “**Insert Text**” fields are specific to the individual program standards and may be modified by a sponsor submitting a revised standard for approval by the WSATC. All other sections of these standards are boilerplate and may only be modified by the WSATC. See WAC 296-05-003 for the definitions necessary for use with these standards.

Sponsor Introductory Statement (Required):

Seattle Rep Winky Hussey Professional Arts Training program (WHPATP) prepares emerging theater professionals with immersive, hands-on training and mentorship in a

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collaborative and inclusive environment. Apprentices gain technical expertise, leadership skills, and industry connections by working alongside seasoned professionals on Seattle Rep’s renowned productions. Committed to diversity and equity, the program strengthens the pool of skilled industry professionals in Washington State, and empowers individuals to excel in their craft while contributing to the future of the performing arts.

I. GEOGRAPHIC AREA COVERED:

The sponsor must train inside the area covered by these standards. If the sponsor wants to train outside the area covered by these standards, the sponsor must enter a portability agreement with a sponsor outside the area, and provide evidence of such an agreement for compliance purposes. Portability agreements permit training agents to use apprentices outside the area covered by the standards. Portability agreements are governed by WAC 296-05-009.

**Seattle Rep
155 Mercer St.
Seattle, WA 98109**

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner [WAC 296-05-015(17)].

- Age: **Must be at least 18 years of age**
- Education: **Must have high school diploma or equivalent**
- Physical: **Lighting Designer – Ability to work at heights (e.g., ladders and catwalks) and assist with lifting equipment, with or without reasonable accommodations**
- Stage Manager – Ability to work long hours and perform tasks that require standing, lifting, and moving equipment, with or without reasonable accommodations**
- Testing: **None**
- Other: **None**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

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Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedure (chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex (including pregnancy and gender identity), sexual orientation, color, religion, national origin, age, genetic information, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

1. **Information and application instructions for all apprenticeship positions are available online at <https://www.seattlerep.org/about-us/employment/apprenticeships/>**
2. **The application period is February through March of each calendar year.**
3. **Applicants must submit a resume, cover letter, references, and any other required materials for their chosen occupation by the deadline specified on the website above.**
4. **Seattle Rep will screen all applicants to ensure they meet the minimum qualifications, and then the selection committee will select 5-10 qualified applicants for an interview.**
5. **Interviews take place in April. Applicants will receive standardized interview questions in advance. Interviews are conducted via video conference by a selection committee made up of Apprenticeship Committee members and relevant Seattle Rep staff.**
6. **The selection committee will review the applications and interview results and extend an offer of apprenticeship to the top candidate for each open position in May.**
7. **Selected apprentices will sign an apprenticeship agreement and begin their apprenticeship at Seattle Rep in August.**

B. Equal Employment Opportunity Plan:

To ensure a diverse applicant pool, recruitment efforts will focus on local universities, trade schools, Historically Black Colleges and Universities (HBCUs), and college fairs. The campaign will include direct outreach, online promotions, and partnerships with career services and academic department. Specifically, Seattle Rep will engage in the following recruitment activities:

1. **University and Trade School Partnerships**
 - a. **Engage career services and faculty in theater, production, and technical fields.**
 - b. **Host virtual and in-person info sessions.**
 - c. **Provide promotional materials for career centers.**

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2. Social Media and Online Outreach

- a. Promote through Seattle Rep’s social media channels.
- b. Utilize LinkedIn, Handshake, and theater-specific job boards.
- c. Encourage current and past apprentices to share their experiences.

3. Industry Networking and Community Engagement

- a. Partner with local theater organizations and unions.
- b. Attend industry events to connect with potential applicants.
- c. Engage community groups focused on workforce development in the arts.

C. Discrimination Complaints:

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint with the supervisor of apprenticeship (WAC 296-05-443).

IV. TERM OF APPRENTICESHIP:

The term of apprenticeship for an individual apprentice may be measured through the completion of the industry standard for on-the-job learning (at least two thousand hours) (time-based approach), the attainment of competency (competency-based approach), or a blend of the time-based and competency-based approaches (hybrid approach) [WAC 296-05-015].

2000 hours of reasonably continuous employment

V. INITIAL PROBATIONARY PERIOD:

An initial probationary period applies to all apprentices, unless the apprentice has transferred from another program. During an initial probationary period, an apprentice can be discharged without appeal rights. An initial probationary period is stated in hours or competency steps of employment. The initial probationary period is not reduced by advanced credit or standing. During an initial probationary period, apprentices receive full credit for hours and competency steps toward completion of their apprenticeship. Transferred apprentices are not subject to additional initial probationary periods [WAC 296-05-003].

The initial probationary period is [WAC 296-05-015(22)]:

- A. The period following the apprentice's registration into the program. An initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprenticeship is registered. The WSATC can grant exemptions for longer initial probationary periods if required by law.

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- B. The period in which the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices in their initial probationary period.

400 hours of OJT

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS

Supervision is the necessary education, assistance, and control provided by a journey-level employee on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. Sponsors ensure apprentices are supervised by competent, qualified journey-level employees. Journey level-employees are responsible for the work apprentices perform, in order to promote the safety, health, and education of the apprentice.

- A. The journey-level employee must be of the same apprenticeable occupation as the apprentice they are supervising unless otherwise allowed by the Revised Code of Washington (RCW) or the Washington Administrative Code (WAC) and approved by the WSATC.
- B. The numeric ratio of apprentices to journey-level employees may not exceed one apprentice per journey-level worker [WAC 296-05-015(5)].
- C. Apprentices will work the same hours as journey-level workers, except when such hours may interfere with related/supplemental instruction.
- D. Any variance to the rules and/or policies stated in this section must be approved by the WSATC.
- E. The ratio must be described in a specific and clear manner, as to the application in terms of job site, work group, department or plant:

1 apprentice: 1 journey-level worker

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

- A. Apprentices must be paid at least Washington's minimum wage, unless a local ordinance or a collective bargaining agreement require a higher wage. Apprentices must be paid according to a progressively increasing wage scale. The wage scale for apprentices is based on the specified journey-level wage for their occupation. Wage increases are based on hours worked or competencies attained. The sponsor determines wage increases. Sponsors must submit the journey-level wage at least annually or whenever changed to the department as an addendum to these standards. Journey-level wage reports may be

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submitted on a form provided by the department. Apprentices and others should contact the sponsor or the Department for the most recent Journey-level wage rate.

- B. Sponsors can grant advanced standing, and grant a wage increase, when apprentices demonstrate abilities and mastery of their occupation. When advanced standing is granted, the sponsor notifies the employer/training agent of the wage increase the apprenticeship program standard requires.

C. Wage Progression Schedules

Director

Step	Hour Range or competency step	Percentage of journey-level wage rate
1	Months 1 – 5 or 0 – 850 hours	56%
2	Months 6 – 12 or 851 – 2000 hours	57%

Lighting Designer

Step	Hour Range or competency step	Percentage of journey-level wage rate
1	Months 1 – 5 or 0 – 850 hours	60%
2	Months 6 – 12 or 851 – 2000 hours	62%

Production Manager

Step	Hour Range or competency step	Percentage of journey-level wage rate
1	Months 1 – 5 or 0 – 850 hours	56%
2	Months 6 – 12 or 851 – 2000 hours	57%

Stage Manager

Step	Hour Range or competency step	Percentage of journey-level wage rate
1	Months 1 – 5	60%

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	or 0 – 850 hours	
2	Months 6 – 12 or 851 – 2000 hours	62%

VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and work experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit. The following work process descriptions pertain to the occupation being defined.

A. Director	<u>Approximate Hours</u>
1. Rehearsal Process.....	400
a. Collaborate with directors during the rehearsal process, including taking notes, tracking blocking, and offering support for scene transitions.	
2. Artistic Feedback	300
a. Observe and contribute to the artistic development of productions, providing insight and feedback during table reads, rehearsals, and tech.	
3. Pre-production Planning.....	200
a. Participate in pre-production meetings, script discussions, and conceptual planning sessions with directors and design teams.	
4. Inter-departmental Communication.....	200
a. Facilitate communication between departments (scenic, costume, lighting, and sound) to ensure artistic cohesion.	
5. Technical Rehearsals	200
a. Attend technical rehearsals and previews, tracking notes and assisting with last-minute changes.	
6. Scheduling and Logistics	100
a. Schedule and organize meetings, rehearsals, and director-related logistics.	
7. Artistic Programming and Event Support	500

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- a. Support the development of new plays by assisting in workshops and staged readings. This may include tracking script changes, managing script changes, and liaising with playwrights and artists.
 - b. Work closely with the Artistic team to assist in producing special events, such as galas, community outreach programs, and new play festivals.
 - c. Coordinate with stage management and production teams to ensure smooth rehearsal room operations.
8. Professional Development100
- a. Participate in apprentice events, workshops, and networking outings designed to develop professional skills and industry connections.

Total Hours: 2000 hours

B. Lighting Designer

Approximate Hours

- 1. Focus and Technical Support500
 - a. Set focus for all lighting instruments.
 - b. Lead focus calls and coordinate with the stage crew.
 - c. Update plot and paperwork throughout the tech process.
 - d. Create and maintain cue sheets.
- 2. Communication and Coordination.....400
 - a. Take and organize lighting design notes.
 - b. Communicate design intent and changes to the stage crew.
 - c. Collaborate with the Head Electrician to ensure a smooth transition to the opening.
- 3. Technical Processing.....500
 - a. Use Vectorworks and Lightwright to process incoming design paperwork.
 - b. Check for errors and make necessary edits.
 - c. Communicate with designers and the stage crew to clarify questions.
 - d. Draft additional paperwork, such as hang paperwork, ground plans, and magic sheets.
- 4. Research and Problem-Solving.....200
 - a. Research creative solutions for design challenges.
 - b. Identify potential issues and propose solutions.

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- 5. Coordination and Logistics200
 - a. Assist with coordinating purchases and rentals for the Lighting Department.
 - b. Attend production meetings and mandatory staff meetings.

- 6. Design Projects100
 - a. Research design concepts and create storyboards.
 - b. Develop light plots and paperwork for assigned projects.
 - c. Serve as the Lighting Designer for the Next Narrative Monologue Competition.

- 7. Professional Development100
 - a. Attend apprentice training, workshops, and check-ins.
 - b. Participate in industry outings and networking events.

Total Hours: 2000 hours

C. Production Manager Approximate Hours

- 1. Production Prep100
 - a. Collaborate with other staff to prepare for the first day of rehearsal and show Meet and Greets, including set up of space, hospitality, and design presentation materials.

- 2. Technical Rehearsals300
 - b. Attend technical rehearsals and previews; assist Production Department and artists as needed.

- 3. Play Development Lab.....100
 - a. Support in producing Seattle Rep’s play development lab. Includes creating and distributing contact sheets, calculating budgets, drafting and sending welcome information to artists, liaising with various departments, proofing playbills, filming archival recordings of workshop presentations, and attending rehearsals, tech rehearsals, and performances.

- 4. Annual Gala.....200
 - a. Support Artistic and members of the Development Team in producing and executing the annual Gala.

- 5. Youth Engagement Programs.....200
 - a. Production manage Youth Engagements performance programs, including the Next Narrative Monologue Competition and classes.

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- 6. Meetings and Collaboration.....300**
 - a. Attend and participate in appropriate meetings, such as All-Staff Meetings, show reflections, department meetings, production meetings, affinity groups, and cross-departmental strategy meetings.**
 - b. Take notes for meetings.**

- 7. Administrative Support.....700**
 - a. Maintain and update production schedules and calendars. Assist in upkeep of the various space calendars for the building and use of spaces among departments, artists, and external clients.**
 - b. Assist with financial projects, such as actual labor hours tracking, credit card reconciliation, data entry, and artist contract tracking.**
 - c. Conduct ad hoc research and analysis, to include gathering relevant data, analyzing trends, and providing insights to support decision-making and project development.**
 - d. Create and prepare digital documents/templates and folders for the upcoming fiscal year in SharePoint (i.e. union contracts, check requests, show basis SharePoint for each production, etc.).**
 - e. Sustain and support proper digital and physical file management.**

- 8. Professional Development100**
 - a. Participate in apprentice-related events, workshops, and outings to develop professional skills and industry connections.**

Total Hours: 2000 hours

D. Stage Manager Approximate Hours

- 1. Rehearsal Prep400**
 - a. Assist in preparing rehearsal rooms by setting up furniture, props, and technical equipment.**

- 2. Tracking.....200**
 - a. Track blocking, props, and costumes throughout rehearsals to maintain continuity.**

- 3. Technical Coordination200**
 - a. Run cues and coordinate with technical teams during technical rehearsals and performances.**

- 4. Production Paperwork400**

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- a. Create and maintain production paperwork, including contact sheets, rehearsal reports, and performance reports.
- 5. Communication and Safety200
 - a. Act as the communication hub between directors, designers, and production teams to ensure smooth coordination.
 - b. Ensure the safety and wellbeing of performers and crew by addressing issues as they arise.
- 6. Administrative and Event Support400
 - a. Maintain and update production calendars and schedules.
 - b. Assist with event and performance logistics, including Meet and Greets, interdepartmental activities, and post-show reflections.
 - c. Provide support for special events and workshops, ensuring they run smoothly.
 - d. Attend production meetings to stay informed and collaborate with other departments.
- 7. Professional Development200
 - a. Participate in workshops, networking events, and stage management-related outings to develop leadership skills and industry connections.
 - b. Shadow experienced stage managers to gain insight into the organization and leadership required to run a production.

Total Hours: 2000 hours

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction (RSI). Time spent in RSI shall not be considered as hours of work and the apprentice is not required to be paid.

RSI must be provided in safe and healthy conditions as required by the Washington Industrial Safety and Health Act and applicable federal and state regulations.

Hours spent in RSI are reported to L&I each quarter. Reports must show which hours are unpaid and supervised by a competent instructor versus all other hours (paid and/or unsupervised) for industrial insurance purposes.

For purposes of coverage under the Industrial Insurance Act, the WSATC is an employer and the apprentice is an employee when an unpaid, supervised apprentice is injured while under the direction of a competent instructor and participating in RSI activities.

If apprentices do not attend required RSI, they may be subject to disciplinary action by the sponsor.

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A. The methods of related/supplemental training must be indicated below (check those that apply):

Supervised field trips

Sponsor approved training seminars - **Industry safety and skills classes provided by Western Washington Theatrical Training Trust**

Sponsor approved online or distance learning courses – **OSHA 10 Safety Training**

State Community/Technical college

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify):

B. **(144)** Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

Twelve-month period from date of registration.*

Defined twelve-month school year: **(Insert Month)** through **(Insert Month)**.

Two-thousand hours of on the job training.

**If no selection is indicated above, the WSATC will define RSI hours per twelve-month period from date of registration.*

C. Additional Information:

Apprentices are expected to travel to other theater partners in the Seattle area for the Field Immersion Experience portion of their RSI. Free ORCA travel cards will be provided to apprentices upon request.

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Administrative Procedures:

The sponsor may include in this section a summary and explanation of administrative actions performed at the request or on the behalf of the apprentice. Such actions may include but are not limited to:

1. Voluntary Suspension: A temporary interruption in progress of an individual's apprenticeship agreement at the request of the apprentice and granted by the sponsor.

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The program sponsor shall review apprentices in suspended status at least once each year to determine if the suspension is still appropriate.

2. Advanced Standing or Credit: The sponsor may provide for advanced standing or credit for demonstrated competency, acquired experience, training or education in or related to the occupation. All sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-015(11).
3. Sponsor Procedures:
 - a. **Due to the cohort structure of the apprenticeship program, an apprentice may not miss more than 6 weeks of OJT and/or RSI for any reason.**
 - b. **Apprentices must report their OJT and RSI hours to the Training Coordinator by the 5th of the following month.**
 - c. **Apprentices must abide by the Seattle Rep Staff Handbook and these Standards of Apprenticeship.**

B. Disciplinary Procedures

1. The obligations of the sponsor when taking disciplinary action are as follows:
 - a. The sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The sponsor will inform all apprentices of their rights and responsibilities per these standards.
 - b. The sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.
 - c. The sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.
 - d. The decision/action of the sponsor will become effective immediately.
2. The sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The sponsor has the following disciplinary procedures to adopt:
 - a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further

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disciplinary action. A disciplinary probation may only be assessed after the initial probation is complete.

- b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental Instruction (RSI) classes or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action. The program sponsor shall review apprentices in such status at least once each year.
 - c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [WAC 296-05-003].
3. Sponsor Disciplinary Procedures:
- a. **An apprentice who misses more than 6 weeks of OJT and/or RSI may be cancelled from the apprenticeship program.**
 - b. **Failure to follow any expectations outlined in these standards or otherwise communicated to apprentices by the program may result in disciplinary action up to and including cancellation from the program.**

D. Apprentice Complaint Procedures:

1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint (WAC 296-05-105).
2. Complaints involving matters covered by a collective bargaining agreement are not subject to the complaint procedures in this section.
3. Complaints regarding non-disciplinary matters must be filed with the program sponsor within 30 calendar days from the date of the last occurrence. Complaints must be in writing.
4. If the apprentice disagrees with the resolution of the complaint or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file a written request for reconsideration with the program sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.
5. The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.

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6. If the apprentice disagrees with the program sponsor's decision, the apprentice may file an appeal with the Apprenticeship Program, (WAC 296-05-105). If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.

D. Apprentice Complaint Review/Appeals Procedures:

1. If the apprentice disagrees with the program sponsor's decision, the apprentice must submit a written appeal to L&I's apprenticeship section within 30 calendar days from the date the decision is mailed by the program sponsor. Appeals must describe the subject matter in detail and include a copy of the program sponsor's decision.
2. The L&I apprenticeship section will complete its investigation within 30 business days from the date the appeal is received and attempt to resolve the matter.
3. If the Apprenticeship section is unable to resolve the matter within 30 business days, the Apprenticeship section issues a written decision resolving the appeal.
4. If the apprentice or sponsor is dissatisfied with L&I's decision, either party may request the WSATC review the decision. Requests for review to the WSATC must be in writing. Requests for review must be filed within 30 calendar days from the date the decision is mailed to the parties.
5. The WSATC will conduct an informal hearing to consider the request for review.
6. The WSATC will issue a written decision resolving the request for review. All parties will receive a copy of the WSATC's written decision.

XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

The following is an overview of the requirements associated with administering an apprenticeship program. These provisions are to be used with the corresponding RCW and/or WAC. The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. The sponsor may assign an administrator or a committee to be responsible for day-to-day operations of the apprenticeship program. Administrators and/or committee members must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards. If applicable, sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-009): (Not applicable for Plant Programs)

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Apprenticeship committees must be composed of an equal number of management and non-management representatives from a minimum of four to a maximum of twelve members. Committees must convene meetings at least three times per year attended by a quorum of committee members as defined in these approved standards.

B. Program Operations

The sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department upon request. Records required by WAC 296-05-100 will be maintained for five (5) years; all other records will be maintained for three (3) years. Apprenticeship sponsors will submit required forms/reports to the Department of Labor and Industries through one of the two prescribed methods below:

Sponsors shall submit required forms/reports through assigned state apprenticeship consultant. Forms may be obtained through the programs assigned apprenticeship consultant.

Sponsors shall submit required reports through the Apprentice Registration and Tracking System (ARTS).

1. The following is a listing of forms/reports for the administration of apprenticeship programs and the time-frames in which they must be submitted:
 - a. Apprenticeship Agreements – within first 30 days of employment
 - b. Authorization of Signature forms - as necessary
 - c. Approved Training Agent Agreements– within 30 days of sponsor action
 - d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval (not required for Plant program)
 - e. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
 - f. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
 - g. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, due by April 10
 - 2nd quarter: April through June, due by July 10
 - 3rd quarter: July through September, due by October 10
 - 4th quarter: October through December, due by January 10
 - h. On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries,

SEATTLE REP WINKY HUSSEY PROFESSIONAL ARTS TRAINING PROGRAM

Apprenticeship Section's manager may administratively approve requests for revisions in the following areas of the standards:

- a. Program name
 - b. Sponsor's introductory statement
 - c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - d. Section VII: Apprentice Wages and Wage Progression
 - e. Section IX: Related/Supplemental Instruction
 - f. Section XI: Sponsor – Responsibilities and Governing Structure
 - g. Section XII: Subcommittees
 - h. Section XIII: Training Director/Coordinator
3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement with the Department before the apprentice attends RSI classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.
2. The sponsor must notify the Department within 30 days of all requests for disposition or modification to apprentice agreements, which may include:
 - a) Certificate of completion
 - b) Additional credit
 - c) Suspension (i.e. military service or other)
 - d) Reinstatement
 - e) Cancellation
 - f) Corrections
 - g) Step Upgrades
 - h) Probation Completion date
 - i) Other (i.e., name changes, address)
 - j) Training Agent Cancellation
3. The sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
4. The sponsor shall periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement

SEATTLE REP WINKY HUSSEY PROFESSIONAL ARTS TRAINING PROGRAM

will be the record of the apprentice's progress on the job and during related/supplemental instruction.

5. The sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these standards. The new training agent will assume all the terms and conditions of these standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the sponsor may require, the sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. The sponsor shall offer training opportunities for apprentices by ensuring reasonable and equal working and training conditions are applied uniformly to all apprentices. The sponsor shall provide training at an equivalent cost to that paid by other employers and apprentices participating in the program. The sponsor shall not require an employer to sign a collective bargaining agreement as a condition of participation.
2. The sponsor must determine whether an employer can adequately furnish proper on the job training to an apprentice in accordance with these standards. The sponsor must also require any employer requesting approved training status to complete an approved training agent agreement and to comply with all federal and state apprenticeship laws, and these standards.
3. The sponsor will submit training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty calendar days

SEATTLE REP WINKY HUSSEY PROFESSIONAL ARTS TRAINING PROGRAM

from the effective date. Additionally, the sponsor must submit rescinded training agent agreements to the Department within thirty calendar days of said action.

E. Committee governance (if applicable): (see WAC 296-05-009)

1. Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. The sponsor must also provide the following information:

- a. Quorum: **50% of committee members plus 1**
- b. Program type administered by the committee: **Individual non-joint**
- c. The employer representatives shall be:

Deanna Martinez, Chair
155 Mercer St.
Seattle, WA 98109

Yuko Ariga
155 Mercer St.
Seattle, WA 98109

- d. The employee representatives shall be:

Stina Lotti, Secretary
155 Mercer St.
Seattle, WA 98109

Robert Aguilar
155 Mercer St.
Seattle, WA 98109

F. Plant programs

For plant programs the WSATC or the Department designee will act as the apprentice representative. Plant programs shall designate an administrator(s) knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards.

The designated administrator(s) for this program is/are as follows:

N/A

XII. SUBCOMMITTEE:

Subcommittee(s) approved by the Department, represented equally from management and non-management, may also be established under these standards, and are subject to the main committee. All actions of the subcommittee(s) must be reviewed by the main

SEATTLE REP WINKY HUSSEY PROFESSIONAL ARTS TRAINING PROGRAM

committee. Subcommittees authorized to upgrade apprentices and/or conduct disciplinary actions must be structured according to the same requirements for main committees.

N/A

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/ training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

Deanna Martinez
155 Mercer St.
Seattle, WA 98109



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Department of Labor and Industries
 Apprenticeship Section
 PO Box 44530
 Olympia WA 98504-4530



Journey Level Wage Rate

From which apprentices' wage rates are computed

TO: Washington State Apprenticeship & Training Council
 FROM: Seattle Rep Winky Hussey Professional Arts Training Program

Occupation:	County(ies):	Journey Level Wage Rate:	Effective Date:
Director	King	\$ 37.00	07/01/2025
Production Manager	King	\$ 37.00	07/01/2025
Stage Manager	King	\$ 34.10	07/01/2025
Lighting Designer	King	\$ 34.26	07/01/2025

Sponsors must submit the journey-level wage at least annually or whenever changed to the Department.

Form must be signed by Committee Chair and Secretary or Program's Authorized Signer

<input type="checkbox"/> Chair	Date	<input type="checkbox"/> Secretary	Date
<input checked="" type="checkbox"/> Authorized Signer	02/14/2025		
Print Name: Deanna Martinez	Print Name:		
Signature: 	Signature:		



Rec 2/14/2025 *AN*

Teri Gardner 2-14-25

Seattle Rep Winky Hussey Professional Arts Training Program

COMMITTEE SELECTION

Employer representatives were selected by Seattle Rep management. The two management reps also each specialize in one of the occupations in the standards. Employee representatives are the journey-level workers employed by Seattle Rep in the remaining two occupations listed in these standards, so that all occupations are represented. Seattle Rep only employs one journey-level worker in each occupation, so no vote was necessary.

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Teri Gardner 2-14-25
L&I Admin

Department of Labor and Industries
Apprenticeship Section
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Olympia WA 98504-4530



Apprenticeship Committee Representative Qualifications

The Apprenticeship Committee is responsible for the day-to-day operations of the apprenticeship and training program and operating the program consistent with the standards of apprenticeship. Pursuant to WAC 296-05-009, the Representative listed below shall be familiar with the applicable apprenticeship standards.

Name of Program <i>Seattle Rep Winky Hussy PATP</i>	
Committee Representative Name <i>Robert Aguilar</i>	Committee Representative Signature <i>[Signature]</i>
<input type="checkbox"/> Employer Representative <input checked="" type="checkbox"/> Employee Representative (Does not have the authority to hire or fire)	

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
<i>LIGHTING DESIGNER</i>	<i>SEATTLE REPERTORY THEATRE</i>	<i>09/07</i>	<i>CURRENT</i>
<i>LIGHTING DESIGNER</i>	<i>FREE LANCE / SELF-EMPLOYED</i>	<i>06/04</i>	<i>CURRENT</i>

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
<i>UNIVERSITY OF WASHINGTON</i>	<i>06/04</i>	<i>DRAMA</i>	<i>BA</i>
<i>YAKIMA VALLEY COMM. COLLEGE</i>	<i>06/01</i>	<i>GENERAL</i>	<i>AA</i>

Other Technical Certifications or Licenses Held

--

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Teri Gardner 2-14-25
L&I Admin

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Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



Apprenticeship Committee Representative Qualifications

The Apprenticeship Committee is responsible for the day-to-day operations of the apprenticeship and training program and operating the program consistent with the standards of apprenticeship. Pursuant to WAC 296-05-009, the Representative listed below shall be familiar with the applicable apprenticeship standards.

Name of Program
Seattle Rep Winky Hussey Professional Arts Training Program

Committee Representative Name
Stina Lotti

Committee Representative Signature
[Signature]

Employer Representative Employee Representative (Does not have the authority to hire or fire)

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Prod Stg Mgr	Seattle Rep	11/17	current
Stage Mgr	Seattle Rep	04/06	current
Prod Stg Mgr	Intiman Theater	05/12	09/12
Stage Mgr	5th Avenue Theater	10/06	6/24
Stage Mgr	Seattle Childrens Theater	8/07	5/16

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
University of MN Mankato	06/94	Technical Theater	BA

Other Technical Certifications or Licenses Held

[Empty box for other technical certifications or licenses held]

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L&I Admin

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Apprenticeship Committee Representative Qualifications

The Apprenticeship Committee is responsible for the day-to-day operations of the apprenticeship and training program and operating the program consistent with the standards of apprenticeship. Pursuant to WAC 296-05-009, the Representative listed below shall be familiar with the applicable apprenticeship standards.

Name of Program
Seattle Rep Winky Hussey Professional Arts Training Program

Committee Representative Name
Deanna Martinez

Committee Representative Signature
[Signature]

Employer Representative Employee Representative (*Does not have the authority to hire or fire*)

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Director	Seattle Rep	07/23	current
Associate Dir.	Seattle Rep	07/22	06/23
Teaching Artist	various theaters	06/15	06/22
Teacher	Clover Park School District	09/09	06/16
Program Mgr	World Vision	05/2004	06/2008

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
University of Washington	06/01	Interdisciplinary Arts	BA
University of Washington	05/09	Teacher Education	Certificate

Other Technical Certifications or Licenses Held

[Empty box for other technical certifications or licenses held]

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L&I Apprenticeship Consultant

Teri Gardner 2-14-25
L&I Admin

Department of Labor and Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



Apprenticeship Committee Representative Qualifications

The Apprenticeship Committee is responsible for the day-to-day operations of the apprenticeship and training program and operating the program consistent with the standards of apprenticeship. Pursuant to WAC 296-05-009, the Representative listed below shall be familiar with the applicable apprenticeship standards.

Name of Program Seattle Rep Winky Hussey Professional Arts Training Program
--

Committee Representative Name Yuko Ariga	Committee Representative Signature <i>Y Ariga</i>
<input checked="" type="checkbox"/> Employer Representative <input type="checkbox"/> Employee Representative (Does not have the authority to hire or fire)	

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Prod. Associate	Seattle Repertory Theatre	07/24	current
Prod. Finance	Seattle Repertory Theatre	08/21	06/24
Pro Coordinator	Seattle Repertory Theatre	01/19	04/20

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Seattle University	12/15	Arts Leadership	MFA
Central University	08/98	Accounting	BS
Central University	08/98	Computer Science	Minor

Other Technical Certifications or Licenses Held

Yoga Instructor

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Rec 2/14/2025 <i>AN</i>	<i>Teri Gardner 2-14-25</i>
L&I Apprenticeship Consultant	L&I Admin

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 Olympia WA 98504-4530



Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

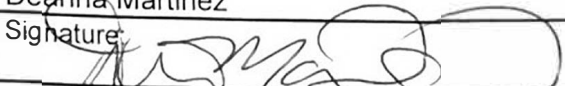
Program Name Seattle Rep/IATSE Winky Hussey Professional Arts Training Program	
Occupation Director	
Term/OJT Hours 2000	Total RSI Hours 144
Training Provider Seattle Rep	

By the signature placed below, the **program sponsor** agrees to provide the prescribed RSI for each registered apprentice and assures that:

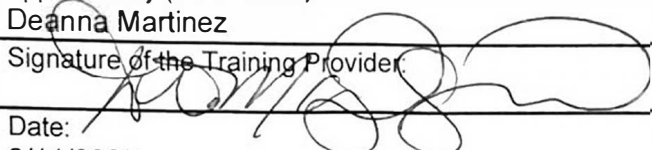
1. The RSI content and delivery method is and remains reasonably consistent with the latest occupational practices, improvements, and technical advances.
2. The RSI is coordinated with the on-the-job work experience.
3. The RSI is provided in safe and healthful work practices in compliances with WISHA and applicable federal and state regulations.
4. The RSI Plan is maintained, updated and submitted to the Department a minimum of once every 5 years (WSATC Policy 2015-01; rev, 10-21-21).
5. The RSI will be conducted by instructors who meet the qualification of the "competent instructor" as described in WAC 296-05-003:
 - a. Has demonstrated a satisfactory employment performance in her/her occupation for a minimum of three years beyond the customary learning period for that occupation; and
 - b. Meets the State Board for Community and Technical Colleges requirements for a professional technical instructor (see WAC 131-16-080 through -094), or be a subject matter expert, which is an individual, such as a journey worker, who is recognized within the industry as having expertise in a specific occupation; and
 - c. Has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide the related technical instruction.
6. If using alternative forms of instruction, such as correspondence, electronic media, or other self-study, instruction shall be clearly defined.

Signatures on next page

Form must be signed by Committee Chair and Secretary or Program's Authorized Signer

<input type="checkbox"/> Chair	Date	<input type="checkbox"/> Secretary	Date
<input checked="" type="checkbox"/> Authorized Signer	2/11/2025		
Print Name: Deanna Martinez		Print Name:	
Signature: 		Signature:	

Training Provider Signature

Approved By (Print Name): Deanna Martinez	Title: Education and Community Programs Director
Signature of the Training Provider: 	
Date: 2/11/2025	

If additional training providers are needed, go to page 4.

SBCTC

Print Name:	Title:
Signature of the Program Administrator:	
Date:	
<input type="checkbox"/> SBCTC recommends approval	<input type="checkbox"/> SBCTC recommends return to sponsor

Program Name Seattle Rep/IATSE Winky Hussey Professional Arts Training Program (PATP)	Occupational Objective: Director
--	----------------------------------

Note: The description of each element must be in sufficient detail to provide adequate information for review by the SBCTC and Review Committee. To add more elements, click on the plus sign that appears below the "Description of Element/Course" field.

Describe minimum hours of study per year in terms of (check one):

- 12-month period from date of registration.
 Defined 12-month school year.
 2,000 hours of on-the-job training.

Element/Course: Directing Masterclass	Planned Hours: 24
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Seattle Rep	
Description of element/course: In this theater directing masterclass at Seattle Rep, the instructor guides participants through the key techniques of stage direction, focusing on text analysis, actor collaboration, and visual storytelling. Through scene work and discussion, they explore how directors shape a production's rhythm, movement, and spatial dynamics. Participants will engage in practical exercises that emphasize effective communication with actors, blocking strategies, and the use of composition to enhance narrative impact. The session also delves into problem-solving in rehearsal, fostering a directorial vision, and balancing creative instincts with dramaturgical structure.	

Element/Course: Industry Safety and Skills Classes	Planned Hours: 16
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Western Washington Theatrical Training Trust	
The Western Washington Theatrical Training Trust provides courses that span the spectrum of theater and live event production disciplines. Apprentices will take a minimum of 16 hours of hands-on courses related to their occupational specialty. Directing courses include:	
<ul style="list-style-type: none"> • Dressing the Broadway Tour • Introduction to Stage Lighting 	

Element/Course: Seattle Rep Department Rotation Seminars	Planned Hours: 30
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Seattle Rep	
Description of element/course: Seattle Rep will offer Seminar rotations throughout the theater, covering all departments. This provides a comprehensive overview of the workings of the theater in its entirety, as well as the specificities of these roles within a regional theater model.	
<ul style="list-style-type: none"> • Development • Marketing • Communications • Finance • Arts Education and Community • Arts Administration • Facilities 	

- Artistic

Element/Course: Health and Safety Training	Planned Hours: 12
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: OSHA	
Description of element/course: 10-Hour OSHA training and certification (card received) – 10 hrs CPR/First Aid training (card received) – 2 hrs	

Element/Course: Management/DEI/SEL Training	Planned Hours: 12
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Seattle Rep	
Description of element/course: Seattle Rep will provide strategic Management training and Equity, Diversity, and Inclusion training. Training meets requirements for annual anti-harassment training. Seattle Rep will provide coursework related to Social Emotional Learning: self-regulation, self-care, emotional expression, empathy, and negotiation.	

Element/Course: Leadership Course	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Seattle Central College	
Description of element/course: Seattle Rep will enroll apprentices in Seattle Central College's Leadership course, "Leadership and No-Blame Problem Solving."	

Element/Course: Field Immersion Experience	Planned Hours: 40
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Partnered theatres (eg 5 th Ave Theatre, Seattle Theater Group, Seattle Children's Theatre, ACT, or similar)	
Description of element/course: Seattle Rep will offer immersive hands-on experiences through local theater partners. Apprentices will experience comparative and contrasting work practices within the theatrical directing industry and learn best practices from journey-level directors in a variety of work settings.	

Additional Training Providers (if necessary)



Mylor Treener

Print Name Training Provider

Signature of Training Provider

Training Coordinator

Title of Training Provider

West. Wash. Theatrical Training Trust

Organization of Training Provider

Click or tap here to enter text.

Print Name Training Provider

Signature of Training Provider

Click or tap here to enter text.

Title of Training Provider

Click or tap here to enter text.

Organization of Training Provider

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Organization of Training Provider

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Print Name Training Provider

Signature of Training Provider

Click or tap here to enter text.

Title of Training Provider

Click or tap here to enter text.

Organization of Training Provider

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Rec 2/14/2025 *AN*
L&I Apprenticeship Consultant

Teri Gardner 2-28-25
Teri Gardner 2-14-25
L&I Admin

Department of Labor and Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

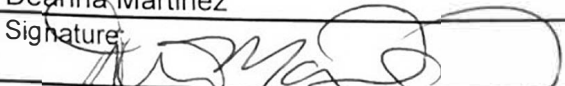
Program Name Seattle Rep/IATSE Winky Hussey Professional Arts Training Program	
Occupation Lighting Designer	
Term/OJT Hours 2000	Total RSI Hours 144
Training Provider Seattle Rep	

By the signature placed below, the **program sponsor** agrees to provide the prescribed RSI for each registered apprentice and assures that:

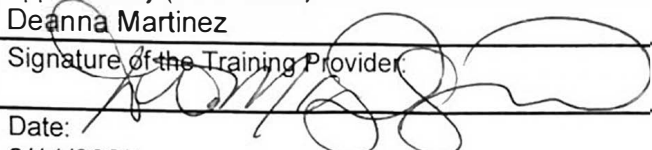
1. The RSI content and delivery method is and remains reasonably consistent with the latest occupational practices, improvements, and technical advances.
2. The RSI is coordinated with the on-the-job work experience.
3. The RSI is provided in safe and healthful work practices in compliances with WISHA and applicable federal and state regulations.
4. The RSI Plan is maintained, updated and submitted to the Department a minimum of once every 5 years (WSATC Policy 2015-01; rev, 10-21-21).
5. The RSI will be conducted by instructors who meet the qualification of the "competent instructor" as described in WAC 296-05-003:
 - a. Has demonstrated a satisfactory employment performance in her/her occupation for a minimum of three years beyond the customary learning period for that occupation; and
 - b. Meets the State Board for Community and Technical Colleges requirements for a professional technical instructor (see WAC 131-16-080 through -094), or be a subject matter expert, which is an individual, such as a journey worker, who is recognized within the industry as having expertise in a specific occupation; and
 - c. Has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide the related technical instruction.
6. If using alternative forms of instruction, such as correspondence, electronic media, or other self-study, instruction shall be clearly defined.

Signatures on next page

Form must be signed by Committee Chair and Secretary or Program's Authorized Signer

<input type="checkbox"/> Chair	Date	<input type="checkbox"/> Secretary	Date
<input checked="" type="checkbox"/> Authorized Signer	2/11/2025		
Print Name: Deanna Martinez		Print Name:	
Signature: 		Signature:	

Training Provider Signature

Approved By (Print Name): Deanna Martinez	Title: Education and Community Programs Director
Signature of the Training Provider: 	
Date: 2/11/2025	

If additional training providers are needed, go to page 4.

SBCTC

Print Name:	Title:
Signature of the Program Administrator:	
Date:	
<input type="checkbox"/> SBCTC recommends approval	<input type="checkbox"/> SBCTC recommends return to sponsor

Program Name Seattle Rep/IATSE Winky Hussey Professional Arts Training Program (PATP)	Occupational Objective: Lighting Designer
--	---

Note: The description of each element must be in sufficient detail to provide adequate information for review by the SBCTC and Review Committee. To add more elements, click on the plus sign that appears below the "Description of Element/Course" field.

Describe minimum hours of study per year in terms of (check one):

- 12-month period from date of registration.
- Defined 12-month school year.
- 2,000 hours of on-the-job training.

Element/Course: Industry Safety and Skills Classes	Planned Hours: 40
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Western Washington Theatrical Training Trust	
The Western Washington Theatrical Training Trust provides courses that span the spectrum of theater and live event production disciplines. Apprentices will take a minimum of 40 hours of hands-on courses related to their occupational specialty. Lighting design courses include: <ul style="list-style-type: none"> • Audio-Visual Essentials • Fiber Optics Training • Follow Spot Operation • Introduction to Stage Lighting • Lighting Dimmers and Patching • Stage Electricity Basics 	

Element/Course: Seattle Rep Department Rotation Seminars	Planned Hours: 30
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Seattle Rep	
Description of element/course: Seattle Rep will offer Seminar rotations throughout the theater, covering all departments. This provides a comprehensive overview of the workings of the theater in its entirety, as well as the specificities of these roles within a regional theater model. <ul style="list-style-type: none"> • Development • Marketing • Communications • Finance • Arts Education and Community • Arts Administration • Facilities • Artistic 	

Element/Course: Health and Safety Training	Planned Hours: 12
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: OSHA	
Description of element/course: 10-Hour OSHA training and certification (card received) – 10 hrs CPR/First Aid training (card received) – 2 hrs	

Element/Course: Management/DEI/SEL Training	Planned Hours: 12
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Seattle Rep	
Description of element/course: Seattle Rep will provide strategic Management training and Equity, Diversity, and Inclusion training. Training meets requirements for annual anti-harassment training. Seattle Rep will provide coursework related to Social Emotional Learning: self-regulation, self-care, emotional expression, empathy, and negotiation.	

Element/Course: Leadership Course	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Seattle Central College	
Description of element/course: Seattle Rep will enroll apprentices in Seattle Central College's Leadership course, "Leadership and No-Blame Problem Solving."	

Element/Course: Field Immersion Experience	Planned Hours: 40
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Partnered theatres (eg 5 th Ave Theatre, Seattle Theater Group, Seattle Children's Theatre, ACT, or similar)	
Description of element/course: Seattle Rep will offer immersive hands-on experiences through local theater partners. Apprentices will experience comparative and contrasting work practices within the theatrical lighting industry and learn best practices from journey-level lighting designers in a variety of work settings.	

Additional Training Providers (if necessary)



Mylor Treener

Print Name Training Provider

Signature of Training Provider

Training Coordinator

Title of Training Provider

West. Wash. Theatrical Training Trust

Organization of Training Provider

Click or tap here to enter text.

Print Name Training Provider

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Organization of Training Provider

For L&I Staff Use Only

Rev rec 2/26/2025 *AN*

Teri Gardner 2-28-25

Rec 2/14/2025 *AN*

Teri Gardner 2-14-25

L&I Apprenticeship Consultant

L&I Admin

Department of Labor and Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

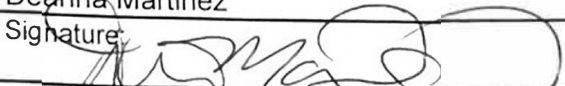
Program Name Seattle Rep/IATSE Winky Hussey Professional Arts Training Program	
Occupation Production Manager	
Term/OJT Hours 2000	Total RSI Hours 144
Training Provider Seattle Rep	

By the signature placed below, the **program sponsor** agrees to provide the prescribed RSI for each registered apprentice and assures that:

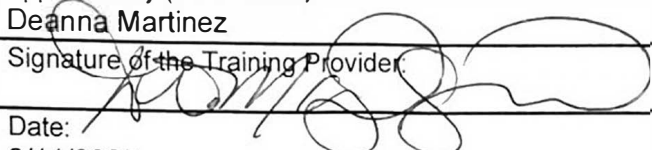
1. The RSI content and delivery method is and remains reasonably consistent with the latest occupational practices, improvements, and technical advances.
2. The RSI is coordinated with the on-the-job work experience.
3. The RSI is provided in safe and healthful work practices in compliances with WISHA and applicable federal and state regulations.
4. The RSI Plan is maintained, updated and submitted to the Department a minimum of once every 5 years (WSATC Policy 2015-01; rev, 10-21-21).
5. The RSI will be conducted by instructors who meet the qualification of the "competent instructor" as described in WAC 296-05-003:
 - a. Has demonstrated a satisfactory employment performance in her/her occupation for a minimum of three years beyond the customary learning period for that occupation; and
 - b. Meets the State Board for Community and Technical Colleges requirements for a professional technical instructor (see WAC 131-16-080 through -094), or be a subject matter expert, which is an individual, such as a journey worker, who is recognized within the industry as having expertise in a specific occupation; and
 - c. Has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide the related technical instruction.
6. If using alternative forms of instruction, such as correspondence, electronic media, or other self-study, instruction shall be clearly defined.

Signatures on next page

Form must be signed by Committee Chair and Secretary or Program's Authorized Signer

<input type="checkbox"/> Chair	Date	<input type="checkbox"/> Secretary	Date
<input checked="" type="checkbox"/> Authorized Signer	2/11/2025		
Print Name: Deanna Martinez		Print Name:	
Signature: 		Signature:	

Training Provider Signature

Approved By (Print Name): Deanna Martinez	Title: Education and Community Programs Director
Signature of the Training Provider: 	
Date: 2/11/2025	

If additional training providers are needed, go to page 4.

SBCTC

Print Name:	Title:
Signature of the Program Administrator:	
Date:	
<input type="checkbox"/> SBCTC recommends approval	<input type="checkbox"/> SBCTC recommends return to sponsor

Program Name Seattle Rep/IATSE Winky Hussey Professional Arts Training Program (PATP)	Occupational Objective: Production Manager
--	--

Note: The description of each element must be in sufficient detail to provide adequate information for review by the SBCTC and Review Committee. To add more elements, click on the plus sign that appears below the “Description of Element/Course” field.

Describe minimum hours of study per year in terms of (check one):

- 12-month period from date of registration.
- Defined 12-month school year.
- 2,000 hours of on-the-job training.

Element/Course: Production Management Masterclass	Planned Hours: 24
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Seattle Rep	
Description of element/course: In this session on Production Management at Seattle Rep, the instructors provide an in-depth look at the organizational and creative problem-solving skills required to bring a production to life. Covering budgeting, scheduling, and communication strategies, they explore how production managers collaborate with designers, directors, and crews to balance artistic vision with logistical realities. Through case studies and real-world scenarios, participants will examine strategies for troubleshooting challenges, maintaining workflow efficiency, and fostering an inclusive and productive rehearsal and performance environment.	

Element/Course: Industry Safety and Skills Classes	Planned Hours: 16
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Western Washington Theatrical Training Trust	
The Western Washington Theatrical Training Trust provides courses that span the spectrum of theater and live event production disciplines. Apprentices will take a minimum of 16 hours of hands-on courses related to their occupational specialty. Production management courses include: <ul style="list-style-type: none"> • Audio-Visual Essentials • Audio Console Basics 	

Element/Course: Seattle Rep Department Rotation Seminars	Planned Hours: 30
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Seattle Rep	
Description of element/course: Seattle Rep will offer Seminar rotations throughout the theater, covering all departments. This provides a comprehensive overview of the workings of the theater in its entirety, as well as the specificities of these roles within a regional theater model. <ul style="list-style-type: none"> • Development • Marketing • Communications • Finance • Arts Education and Community • Arts Administration • Facilities • Artistic 	

Element/Course: Health and Safety Training	Planned Hours: 12
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: OSHA	
Description of element/course: 10-Hour OSHA training and certification (card received) – 10 hrs CPR/First Aid training (card received) – 2 hrs	

Element/Course: Management/DEI/SEL Training	Planned Hours: 12
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Seattle Rep	
Description of element/course: Seattle Rep will provide strategic Management training and Equity, Diversity, and Inclusion training. Training meets requirements for annual anti-harassment training. Seattle Rep will provide coursework related to Social Emotional Learning: self-regulation, self-care, emotional expression, empathy, and negotiation.	

Element/Course: Leadership Course	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Seattle Central College	
Description of element/course: Seattle Rep will enroll apprentices in Seattle Central College’s Leadership course, “Leadership and No-Blame Problem Solving.”	

Element/Course: Field Immersion Experience	Planned Hours: 40
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Partnered theatres (eg 5 th Ave Theatre, Seattle Theater Group, Seattle Children’s Theatre, ACT, or similar)	
Description of element/course: Seattle Rep will offer immersive hands-on experiences through local theater partners. Apprentices will experience comparative and contrasting work practices within the production management industry and learn best practices from journey-level production managers in a variety of work settings.	

Additional Training Providers (if necessary)



Mylor Treener

Print Name Training Provider

Signature of Training Provider

Training Coordinator

Title of Training Provider

West. Wash. Theatrical Training Trust

Organization of Training Provider

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Print Name Training Provider

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Organization of Training Provider

Department of Labor and Industries
 Apprenticeship Section
 PO Box 44530
 Olympia WA 98504-4530



Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

For L&I Staff Use Only	
Rev rec 2/26/2025 <i>AN</i>	<i>Teri Gardner 2-28-25</i>
Rec 2/14/2025 <i>AN</i>	<i>Teri Gardner 2-14-25</i>
L&I Apprenticeship Consultant	L&I Admin

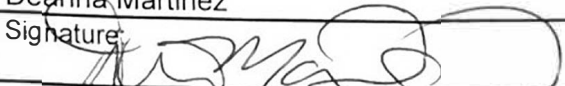
Program Name Seattle Rep/IATSE Winky Hussey Professional Arts Training Program	
Occupation Stage Manager	
Term/OJT Hours 2000	Total RSI Hours 144
Training Provider Seattle Rep	

By the signature placed below, the **program sponsor** agrees to provide the prescribed RSI for each registered apprentice and assures that:

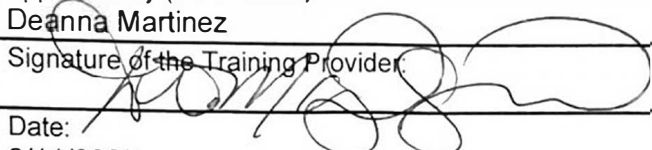
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5. The RSI will be conducted by instructors who meet the qualification of the “competent instructor” as described in WAC 296-05-003:
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 - b. Meets the State Board for Community and Technical Colleges requirements for a professional technical instructor (see WAC 131-16-080 through -094), or be a subject matter expert, which is an individual, such as a journey worker, who is recognized within the industry as having expertise in a specific occupation; and
 - c. Has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide the related technical instruction.
6. If using alternative forms of instruction, such as correspondence, electronic media, or other self-study, instruction shall be clearly defined.

Signatures on next page

Form must be signed by Committee Chair and Secretary or Program's Authorized Signer

<input type="checkbox"/> Chair	Date	<input type="checkbox"/> Secretary	Date
<input checked="" type="checkbox"/> Authorized Signer	2/11/2025		
Print Name: Deanna Martinez		Print Name:	
Signature: 		Signature:	

Training Provider Signature

Approved By (Print Name): Deanna Martinez	Title: Education and Community Programs Director
Signature of the Training Provider: 	
Date: 2/11/2025	

If additional training providers are needed, go to page 4.

SBCTC

Print Name:	Title:
Signature of the Program Administrator:	
Date:	
<input type="checkbox"/> SBCTC recommends approval	<input type="checkbox"/> SBCTC recommends return to sponsor

Program Name Seattle Rep/IATSE Winky Hussey Professional Arts Training Program (PATP)	Occupational Objective: Stage Manager
--	---------------------------------------

Note: The description of each element must be in sufficient detail to provide adequate information for review by the SBCTC and Review Committee. To add more elements, click on the plus sign that appears below the “Description of Element/Course” field.

Describe minimum hours of study per year in terms of (check one):

- 12-month period from date of registration.
- Defined 12-month school year.
- 2,000 hours of on-the-job training.

Element/Course: Stage Management Masterclass	Planned Hours: 24
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Seattle Rep	
Description of element/course: In this session on Stage Management at Seattle Rep, the instructor offers an in-depth look at the essential skills needed to run an efficient, safe, and collaborative rehearsal room and performance. Participants will explore strategies for communication, organization, and problem-solving, focusing on how stage managers serve as the central hub for artistic and technical teams. Through real-world examples and hands-on exercises, the session covers script analysis, calling cues, managing schedules, and navigating challenges in tech and performance. Emphasis is placed on adaptability, leadership, and fostering an inclusive and supportive production process, with a strong focus on safety protocols, risk assessment, and creating a rehearsal and performance environment that prioritizes well-being for the entire company.	

Element/Course: Industry Safety and Skills Classes	Planned Hours: 16
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Western Washington Theatrical Training Trust	
The Western Washington Theatrical Training Trust provides courses that span the spectrum of theater and live event production disciplines. Apprentices will take a minimum of 16 hours of hands-on courses related to their occupational specialty. Stage management courses include: Stage Management – 30 hours <ul style="list-style-type: none"> • Audio-Visual Essentials • Fall Protection • Follow Spot Operation • Stage Electricity Basics 	

Element/Course: Seattle Rep Department Rotation Seminars	Planned Hours: 30
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Seattle Rep	
Description of element/course: Seattle Rep will offer Seminar rotations throughout the theater, covering all departments. This provides a comprehensive overview of the workings of the theater in its entirety, as well as the specificities of these roles within a regional theater model. <ul style="list-style-type: none"> • Development • Marketing • Communications • Finance 	

- Arts Education and Community
- Arts Administration
- Facilities
- Artistic

Element/Course: Health and Safety Training	Planned Hours: 12
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: OSHA	
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Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Seattle Rep	
Description of element/course: Seattle Rep will provide strategic Management training and Equity, Diversity, and Inclusion training. Training meets requirements for annual anti-harassment training. Seattle Rep will provide coursework related to Social Emotional Learning: self-regulation, self-care, emotional expression, empathy, and negotiation.	

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Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Seattle Central College	
Description of element/course: Seattle Rep will enroll apprentices in Seattle Central College’s Leadership course, “Leadership and No-Blame Problem Solving.”	

Element/Course: Field Immersion Experience	Planned Hours: 40
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Partnered theatres (eg 5 th Ave Theatre, Seattle Theater Group, Seattle Children’s Theatre, ACT, or similar)	
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Additional Training Providers (if necessary)



Mylor Treener

Print Name Training Provider

Signature of Training Provider

Training Coordinator

Title of Training Provider

West. Wash. Theatrical Training Trust

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Organization of Training Provider

Teri Gardner 2-14-25

Seattle Rep Winky Hussey Professional Arts Training Program

SUSTAINABILITY PLAN

As a 501(c)3 non-profit organization, the Winky Hussey Professional Arts Training Program is embedded into Seattle Rep's budget for each fiscal year. The theater is funded via multiple streams of funding, including ticket revenue, merchandise sales, individual and institutional giving, and grants from government and foundation resources. The PATP represents approximately 2% of the total theater budget.

Seattle Rep has been running the Professional Arts Training Program annually since **1985**. Beginning as Internships, it transitioned to Apprenticeships in 2020 as a move toward sustainable practices and an emphasis on creating a strong workforce.