



**CONVENTION 2010 – Lexington, KY  
Southeastern Theatre Conference**

**JOB CONTACT SERVICE GUIDELINES FOR  
Administrators, Educators, Technicians, Stage Managers, and more!**

**QUALIFICATION**

*In order to apply for Job Contact Service, the candidate must:*

- Be 18 years of age or older and already have graduated from high school
- Be available to work summer or full-time/year-round
- Make Payment at the SETC Registration desk
- **BRING** & turn in the completed application (including your reference) and resume to the Job Contact area at the convention site to have your JCS badge stamped for admittance.

**APPLICATION INSTRUCTIONS – for after the online deadlines**

*Please read **before** filling out application.*

- All applications must be complete and printed from a computer – no hand written applications. Bring all materials with you to the SETC Convention.
- Choose up to three (3) areas of interest – NUMBER the areas in the order of highest importance
- List your dates of work eligibility on the application. (Select Summer-Only/Student or Full-Time/Professional)
- List as many credits as possible on your application (minimum of 2, up to 6) with the year you did them (Hint– start with most recent credits when completing the information).
- Provide the name, address, phone # and email of one reference from PROFESSIONAL COMPANIES or Colleges who are in your list of credits.
- Pay your Convention Registration AND Job Contact at registration . You will be required to show your completed application, including reference, before payment will be accepted.
- The onsite cost is \$200-students or \$275-adults.
- Once you have paid registration/activity fees, bring your JCS Voucher, JCS application/contract & resume to the Job Contact area.

**Incomplete Applications will not be accepted– make sure everything, including reference is complete**

**Job Contact SCHEDULE & Information**

**Wednesday 7:00-9:00pm JCS PRODUCTION RESUME REVIEW – Eikhorn B**

Bring your resume' to this informal, informative session about Job Contact Service that will give young professionals seeking technical theatre positions an opportunity to have their resumes reviewed and critiqued by technical theatre professionals and company representatives. Prospective applicants will be instructed how to best interview with and present themselves to the on-sight companies. There will be opportunity for one-on-one resume' counseling. Sample résumé's and templates will be available. *You are encouraged to bring your resume on disk as well so that you can use your laptop or convention facility services to make last minute changes to your files if you need to.*

**Job Contact hours:**  
**Thursday 10:30am – 6:00pm --Bluegrass Ballroom #2**  
**Friday 9:00am – 6:00pm**  
**Saturday 9:00am – Noon**

**Callbacks/Interviews** by the individual companies will be held based on their posted schedules and any individual arrangements made with those who are registered for Job Contact.



FULL TIME/Professional

Check your status & availability

SUMMER ONLY/Student

# Job Contact Service

## EMPLOYEE APPLICATION/CONTRACT

**POSITION DESIRED:** Number your 1st, 2nd, 3rd, choice(s) from the following list

Min. Salary Expected \$ \_\_\_\_\_ week month year

- |  |  |                                     |  |   |
|--|--|-------------------------------------|--|---|
| <input type="checkbox"/> General Technical | <input type="checkbox"/> Technical Direction | <input type="checkbox"/> Costume    | <input type="checkbox"/> Stage Management  | <input type="checkbox"/> Administration |
| <input type="checkbox"/> Sound             | <input type="checkbox"/> Carpentry           | <input type="checkbox"/> Props      | <input type="checkbox"/> Directing         | <input type="checkbox"/> Teaching       |
| <input type="checkbox"/> Lighting          | <input type="checkbox"/> Electrical          | <input type="checkbox"/> Makeup     | <input type="checkbox"/> Musical Direction | <input type="checkbox"/> PR/Marketing   |
| <input type="checkbox"/> Scenic Artistry   | <input type="checkbox"/> Design              | <input type="checkbox"/> Box Office | <input type="checkbox"/> Choreography      | <input type="checkbox"/> Other _____    |

**NAME:** \_\_\_\_\_  
Last First M. Initial

Current Address: \_\_\_\_\_  
(where you can best be reached regarding employment)

City, State Zip: \_\_\_\_\_

Main Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

U.S. Citizen :  Yes  No – you must provide copy of eligibility for employment forms to register.

### THEATRE EXPERIENCE:

<i>Theatre</i>	<i>Tech/Position</i>	<i>Dates</i>	<i>Salary</i>

### EDUCATION:

<i>Degree</i>	<i>University/Professional School</i>	<i>Dates</i>	<i>Major</i>

### ADDITIONAL TRAINING:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the information on this form is true, that I am at least 18 years of age, and I accept the conditions herein.

\_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Name (Type or print)  
  
\_\_\_\_\_  
Date

Provide the name & complete contact information For your reference below:

\_\_\_\_\_  
NAME OF REFERENCE      SIGNATURE  
  
\_\_\_\_\_  
AFFILIATION (School or Theatre)  
  
\_\_\_\_\_  
Address  
  
\_\_\_\_\_  
Email      Phone #

BRING this form, registration form with payment and resume to the Registration Desk and Job Contact onsite



**Southeastern Theatre Conference, Inc.**  
**61<sup>st</sup> Annual Convention**  
 Lexington, KY March 3-7, 2010  
**2010 ONSITE REGISTRATION FORM**

**Name** \_\_\_\_\_  
 Last First Middle Initial

**Address** \_\_\_\_\_  
 Number & Street City State Zip

**Contact Phone** \_\_\_\_\_ **Gender** (circle one) M F **Email** \_\_\_\_\_

**Producing Theatre/School Affiliation (optional)** \_\_\_\_\_

**Division Choice:** (Number 1<sup>st</sup> & 2<sup>nd</sup> Choice) \_\_\_ Theatre for Youth \_\_\_ College/University \_\_\_ Community \_\_\_ Professional \_\_\_ Secondary School

**Interest Area:** (Number 1<sup>st</sup> & 2<sup>nd</sup> Choice) \_\_\_ Administration/Management \_\_\_ Design/Technology \_\_\_ Directing/Acting \_\_\_ Film/Television  
 \_\_\_ Musical Theatre \_\_\_ History/Criticism \_\_\_ Playwriting \_\_\_ Religion and Theatre \_\_\_ Stage Movement/Combat \_\_\_ Voice/Speech

<b>CONVENTION REGISTRATION (includes membership to 12/31/2010)</b>		
<input type="checkbox"/> Individual	\$250	\$
<input type="checkbox"/> Student	\$175	
<input type="checkbox"/> Senior Discount (65/over)	\$190	
<i>Life Members ONLY</i>		
<input type="checkbox"/> Life Individual	\$190	\$
<input type="checkbox"/> Life w/Senior Discount (65/over)	\$150	
<i>Life Status verified?</i> <input type="checkbox"/>		
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<b>Job Contact Service Fee (must register for conv.)</b>		
<input type="checkbox"/> Employee (non-acting jobs only)	\$ 30	\$
<i>Registration verified?</i> <input type="checkbox"/>		
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<b>Replacements</b>		
<input type="checkbox"/> Replacement Convention Program	\$ 5	\$
<input type="checkbox"/> Replacement Badge*	\$ 5	
<i>*Must show picture ID; Professional Auditionees must see April Marshall (CC Bluegrass Ballroom 2)</i>		
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<b>Scholarship Endowment Fund Contribution</b>		
<input type="checkbox"/> \$5 <input type="checkbox"/> \$10 <input type="checkbox"/> \$25 <input type="checkbox"/> Other Amount		\$
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<b>Miscellaneous</b>		
_____		\$
_____		
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<b>Make checks payable to SETC.</b>	<b>TOTAL PAID</b>	\$
<b>Return Check Fee - \$30.00</b>		

**INSTRUCTIONS**

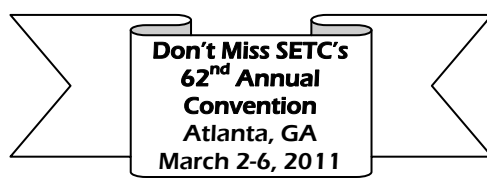
*Please Complete One Form per Person*

**Convention Registration**  
 Select your convention registration type and place the total in the box.

**Job Contact Service**  
*You must be registered for the convention.*

- Pay \$30 fee at Registration Desk to receive a JCS Payment Voucher
- Take completed **Job Contact Employee Contract** (available online and at Registration Desk), your **Resume**, and JCS Voucher to the Job Contact Service Area located in Bluegrass Ballroom 2 on Level 3 of the Convention Center.

**NOTE:** You **CANNOT** register for Design Competition, Ten-Minute Play Festival, Graduate Auditions, Undergraduate Auditions, or Professional Auditions onsite.



**SETC OFFICE USE ONLY**

CASH                       MONEY ORDER                       CHECK                       VISA     MASTERCARD

M.O. # \_\_\_\_\_                      Check # \_\_\_\_\_                      Last 4 Digits: \_\_\_\_\_  
*(Attach money order)*                      *(Attach check)*                      *(Attach signed receipt)*

**CIRCLE DATE:**    Wed    Thur    Fri    Sat  
                                  3/3      3/4      3/5      3/6

**Form Completed by (initials):** \_\_\_\_\_

QB: \_\_\_\_\_ / \_\_\_\_\_    DB: \_\_\_\_\_ / \_\_\_\_\_  
 date                      initials                      date                      initials