



**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.

