



**CONVENTION 2011 – Atlanta, GA
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 have graduated from high school
- Be available to work summer or full-time/year-round
- Complete the online application and BRING a resume to the Job Contact area at the convention site.

APPLICATION INSTRUCTIONS

*Please read **before** filling out on-line application.*

- All applications must be submitted ON-LINE via the link provided on the SETC Job Contact page.
- Complete all the information required. Incomplete applications cannot be submitted.
- Choose up to three (3) areas of interest – answer the questions in the order of highest importance
- List your dates of work eligibility on the application. (Select Summer Only/Student or Full-Time/Professional)
- List a minimum of 2 credits (maximum 6) with the year you did them – start with most recent credits when completing the information.
- Provide the name and email of one reference from PROFESSIONAL COMPANIES or Colleges who are in the list of credits.
- MAKE SURE you have also placed a check by your Convention Registration AND Job Contact in the list of activities.
- Applicants will submit online payment up to December 20 of \$140-students or \$220-adults (Visa or MasterCard). Costs increase after the December 20th deadline to \$175-students and \$250-adults through January 28th. Any online application not completed & SUBMITTED by the January 28th deadline will not be considered, and you will have to apply onsite, with paper application & resume – the costs will be \$225-students and \$300-adults.
- NO REFUNDS AFTER APPLICATION DEADLINE -- JANUARY 28, 2011.
- You must have a working email in order to receive information about Job Contact.

Incomplete Applications cannot be submitted – make sure all fields are complete

If you are participating in other activities which require additional fees – place a check on the sign up page by those activities, and also complete any necessary applications for these activities. In order to prevent duplicate payments, the on-line system will only allow payment ONCE – **WAIT UNTIL THE END of your order when all forms are COMPLETE to make your payment.

All payments are processed via secure network using Plug N Pay technology.
(You should receive an email from PnP which is your receipt – if you do not, contact Chris via Chris@setc.org)

Job Contact SCHEDULE & Information

Wednesday 7:00-9:00pm JCS PRODUCTION RESUME REVIEW – Galleria Hall - Lower Level

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 résumés 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 -- Galleria Hall - Lower Level**
Friday 9:00am – 6:00pm
Saturday 9:00am – Noon

Actor Tech-sign up (only for those who PRE-REGISTERED & Paid ONLINE):

**Wednesday 3 5PM– report to Constance Smith At Job Contact Service–
With your technical resume in hand.**

Note: Actors who are already auditioning may NOT participate in Actor Tech

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.

JOB CONTACT SERVICE INSTRUCTIONS

Beginning at Noon on Wednesday of the convention, pre-registered individuals can check in at the SETC Convention Registration Desk. This is where you will receive your convention/JCS badge and a complete convention schedule.

Come Prepared!! **The biggest complaint the companies have is that persons who stop by to talk are not prepared – don't be one of those!*

Visit the SETC website: Companies will be listed on the SETC website as they register. Some information about their seasons and jobs will be provided, but you should visit the website(s) of those companies and find out as much information about them as you can. This makes for a smart and informed interview.

- Dress professionally: Sloppy dress is often equated with sloppy work.
- Bring several copies of your resumes and if possible samples, photos, etc of your work that you can give to the persons you talk with. Plan your time: Leave plenty of time to speak with company representatives before you must rush off to other activities or workshops.
- Allow additional time for follow-up interviews: Many companies like to speak with individuals outside the walls of the Job Contact area. Make sure you know where all the interview locations are situated.
- Prepare your portfolio in a manner to show your best work and how you have grown – sell yourself.
- Have goals in mind of what you'd like to achieve with various positions – be ready to share that and show how you will work to secure those goals.
- Prepare a set of questions you'd like to have answered: schedules, contracts, working conditions, growth opportunities, benefits (housing, perks...) – show that you're in this for the business.

Pre-registered Onsite: Pick up name badge at registration – you should have received a green Job Contact name badge holder when you checked in at Registration. If your documentation is complete you will also have a CHECK MARK (✓) on your badge. **BRING** your resume to the Job Contact Service Area (Galleria Hall – Lower Level) – you will not be allowed to enter until resume is presented.

Registering Onsite: **BRING** your completed JCS Application – *with REFERENCE NAME AND ALL CONTACT INFORMATION* and resume to REGISTRATION and pay your fees. Then BRING your name badge, job contact voucher, and the completed application and resume to the Job Contact Service Area (Galleria Hall – Lower Level) – you will not be allowed to enter until you provide both the required materials and have your badge stamped.

LEAVE THE CELL PHONES OFF: Each year there are multiple complaints about people who actually answered their cell phones and/or were texting during interviews – a SURE FIRE way to completely ruin your chances. – Turn them off, put them away, or leave them with a friend.

PROFESSIONAL COMPANY CATALOGUES WILL BE GIVEN TO YOU WHEN YOU ENTER JCS – KEEP UP WITH THIS (\$5 will be charged for any replacements.) Specific jobs will be divided into Fulltime/ Summer Only/ and Intern-Apprenticeships under each company's listing in the book. Jobs added on-site will be divided by availability and into areas of responsibility. Compare the posted "map" and table numbers to the companies in your book and map out whom you wish to see. Also, check the jobs posted on the boards— these are in addition to the ones listed in your catalogue.

Then – go around to the companies you wish to talk with who have jobs in your area, or simply walk the aisles and stop and talk to the people you see. If one line is particularly long, look for the shorter lines and then come back.

Some companies will actually conduct interviews at their tables, others will ask you to meet with them later in another place, and some will only collect resumes. There will also be some companies who are not in attendance but who have posted jobs and will have you contact them later. So be prepared for a variety of methods.

PLEASE NOTE

According to SETC guidelines, in the interest of fairness to all applicants & other companies, Professional Companies are prohibited from making employment offers until 24 hours after the END of the convention.* Do not allow a company to pressure you into accepting any offer until you have attended all of your interviews/callbacks and had time to compare your offers.

Please report any abuse of this ruling to the SETC Auditions Staff.

***In rare instances of immediate need (i.e., the next few weeks show openings), some exceptions may be granted by SETC. These will be clearly marked in your catalogue or on the Job Posting Boards.**

Please note that all postings must be stamped with the SETC Validation Seal. SETC reserves the right to remove any unauthorized company postings. **DO NOT APPLY FOR JOBS WITH ANY COMPANY WHO'S POSTING DOES NOT CARRY THE SETC VALIDATION SEAL. THIS INCLUDES PUTTING YOUR RESUMES UNDER DOORS!**
SETC ASSUMES NO RESPONSIBILITY FOR THE ACTIONS OF SUCH ORGANIZATIONS.

ACTOR/TECH WALKTHRU INSTRUCTIONS

SETC will conduct the **Actor/Tech Walk-Thru** for technical people who can demonstrate stage presence, ability to follow stage directions, and the interest to handle small "walk on" roles. This is designed primarily for outdoor drama and other large-scale productions that need people to fill in on stage, but the individual will **PRIMARILY PERFORM TECHNICAL WORK**. There are few if any speaking roles. There are a limited number of slots available and persons who already have an audition number may NOT apply for Actor/Tech.

Apply: This is ONLY for persons who PRE-REGISTERED ONLINE for Job Contact: BRING your technical resume to Connie Smith, the JCS Onsite Manager between 3 and 5pm in the Job Contact room. She will ask you several questions applicable to actor tech.

Approved: If approved, you will be given a number & you will line up. Walk Thru – SCHEDULE TBA.

Go to center stage. Hold up your card. State your name and number. State ONLY your availability (summer only, year-round), and area of expertise (props, costumes, sound, lights...).

Further questions about this procedure will be addressed during Actor/Tech Check-in.

Dance Call: For those requested via callback by a company to show dancing abilities, dance call will be held immediately following the regular auditions. ONLY THOSE WHO HAVE BEEN REQUESTED TO ATTEND THE DANCE AUDITIONS ARE ALLOWED. The time for the mandatory dance warm-up and instruction is at 5:15pm. All three of the following combinations will be taught, with time to practice, then the combinations will be divided into male/female groups and you will be given a chance to dance:

Combination #1: Actors who can move well:

Combination #2: for the **advanced** dancer. Both ballet and jazz combined into one combination.

Combination #3: for those who tap well. An intermediate/advanced tap combination.

Note – Auditionees are not permitted to do Combinations #1 and #2.

Cancellations made after January 28th deadline will not receive a refund.

For Questions or Assistance

Email: april@setc.org

Phone: 336-272-3645

General Instructions on How to Apply Online for the SETC Job Contact Service

*Please don't wait until the deadline or too close to the deadline because this takes time to get your reference, etc.!! ***Persons who PRE-Register for Job Contact will be given 3 free months of SORT – the SETC Online Resume for Theatre service *** These are looked at year round!*

- 1) Go to the SETC website www.setc.org/jobcontact/index.php to obtain general information about Job Contact Services. Download the guidelines for applying – i.e. this document.
- 2) **PRINT OFF & SAVE THESE INSTRUCTIONS SO YOU CAN HAVE THEM FOR LATER USE.**
- 3) Once you have read the guidelines and feel you meet the qualifications to apply, go ONLINE to <http://setc.matchingneeds.com> to complete your SETC JCS application. Select 2011 SETC Convention at log-in.
- 4) You must have a username and password to enter the site. If you have been a member, auditioned, or attended an SETC convention in the past, you already have a UserName and Password. **Please do NOT create a new record.** You may use either the Password Help option, or EMAIL the SETC office via setc@setc.org for assistance. Include your full name (with middle initial), email address, and phone number in your email.
- 5) If you are NEW to SETC, use the new member feature from the login page and create a username and password (use only lower case letters and numbers -- no special symbols like * & _ or such).

ONCE YOU ARE LOGGED IN THE REGISTRATION DATABASE

- 1) Place a CHECK in the box beside your Convention Registration
- 2) Place a CHECK in the box beside (Job Contact Service Employee).
- 3) Click on "SAVE" at the bottom of the page and WAIT UNTIL the Page Refreshes itself.
- 4) Click on the **RED UNDERLINED** link to enter your application. Use TAB to move between fields, use previous or next question to go to a different page.

After you complete any page of any application, SAVE & wait until the page refreshes itself. If information is missing, you will see required fields listed in red at the top of the page. On some pages, you must complete all information on the page before it will save **any** of the information.

- 5) You will need all your contact information (including email and phone #), your theatrical resume and educational background.
- 6) In addition you will need to supply information for a professional director or college educator who will provide a reference for you, including their name, affiliation, email and phone number. *This reference should be from the list of credits you have listed on the application.* Once you have input information for the reference, make sure you place a CHECK in the box at the bottom of the page and click onto SAVE – this will send an email to the reference provider and ask them to complete their portion. **HINT:** It is always helpful to call the reference and request if you can use them as a reference **prior** to sending out the request, and to alert them to be on the lookout for an email from SETC.
- 7) All portions of the application must be complete (including reference) before you can prepare your application for payment & submission.
- 8) Print off a copy of your application – use the tiny icon in the upper left corner of any page of the application (☰), and it will bring up a pdf for you to print. Please check your application for misspellings, incorrect information, etc. Go back and make corrections as needed.

- 9) Once the application is completely filled out, **select "MY APPLICATION IS NOW COMPLETE."** If any information is missing, you will see required fields listed in red at the top of the page. If there are any go back and complete the missing information, and try the button again.
- 10) **WAIT** for the page to refresh and then click on the "**BACK**" button at the **bottom** of the page. If you have done the previous steps correctly, your application status will now say "PENDING."
- 11) Select "**Submit Complete Application(s) to SETC and make payment**". CONFIRM your choices, and you will be directed through making your payment with a Visa or MasterCard.
- 12) Do not leave the system, close your browser, or turn off your computer until you are given a CONFIRMATION NUMBER. Either Print off the page with that number, or write down the number and date you submitted payment.
- 13) You will receive an email receipt via our secure online transaction system Plug-N-Pay. Save this receipt for your records. If you do not receive a receipt within 2 business days, contact SETC at setc@setc.org.
- 14) Now wait. Once your application has been reviewed, you will receive notice from SETC with information about Job Contact Service.
- 15) PLEASE – watch your email carefully for correspondence from SETC. Sometimes the emails are rejected, put into spam, trash, or deleted folders. If you have not heard from us in a reasonable amount of time, pick up the phone and call us.
- 16) Make your hotel reservations. Go to <http://setc.org/conventions/hotels.php> for information on how to make your reservations, and information about the SETC special rate hotels.
- 17) Then, you will come to convention and check in with the SETC Staff to get your badge.
- 18) Bring your resume to the JCS Room
- 19) Interview and enjoy the fruits of your labor.

REMEMBER: If at any time you need help with the online application process, or have any questions about Job Contact Service, email or call us. We are here to help, but please don't wait until the deadline or the night before – it may be too late!!

We're here to help!