



**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 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 \$225-students or \$300-adults.
- Once you have paid registration/activity fees, bring your ¹JCS Voucher, ²JCS application/contract & ³resume to the Job Contact area.

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

Job Contact SCHEDULE & Information

Wednesday 7:00-9:00pm JCS PRODUCTION RESUME REVIEW – Grand Ballroom West (2nd floor)

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 --Galleria Hall (Lower Level)
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.



Southeastern Theatre Conference, Inc.
62nd Annual Convention
 Atlanta, GA March 2-6, 2011
2011 ONSITE REGISTRATION FORM

Name _____
Last First Middle Initial

Address _____
Number & Street City State Zip

Contact Phone _____ **Gender** M F **Email** _____

Producing Theatre/School Affiliation (optional) _____

Division Choice: (Number 1st & 2nd Choice) ___ Theatre for Youth ___ College/University ___ Community ___ Professional ___ Secondary School

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

CONVENTION REGISTRATION (includes membership to 12/31/2011)

- Individual \$270
- Student \$195
- Senior Discount (65/over) \$210

Life Members ONLY

- Life Individual \$200
 - Life w/Senior Discount (65/over) \$160
- Life Status verified?*

\$

Job Contact Service Fee (must also register for conv.)

- Employee (non-acting jobs only) \$ 30
- Registration verified?*

\$

Meals

- States Luncheon (Friday) \$ 20
- Saturday Gala Dinner & Awards \$ 30

\$

Scholarship Endowment Fund Contribution

- \$5
- \$10
- \$25
- Other Amount

\$

Miscellaneous

\$

Make checks payable to SETC.
 Return Check Fee - \$30.00

TOTAL PAID

\$

INSTRUCTIONS

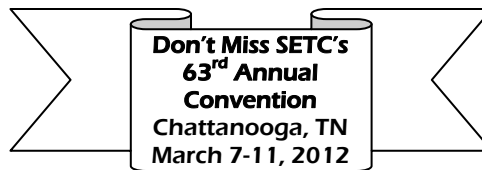
Please Complete One Form per Person
Convention Registration
 Select your convention registration type and place the total in the box.

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 Galleria Hall (Lower Level).

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



SETC OFFICE USE ONLY

CASH

MONEY ORDER

CHECK

VISA MASTERCARD

Last 4 Digits: _____

M.O. # _____
 (Attach money order)

Check # _____
 (Attach check)

Ref #: _____
 (Attach signed receipt)

CIRCLE DATE: Wed Thur Fri Sat
 3/2 3/3 3/4 3/5

Form Completed by (initials): _____

QB: _____ / _____ DB: _____ / _____
date initials date initials



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 name, contact information & signature
For your reference below:

Name & Signature OF REFERENCE

AFFILIATION (School or Theatre)

Address

Email Phone #

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