

**SETC's Operations Production Team!**  
Play an integral part in SETC's 2018 Annual Spring Convention.  
**Mobile, AL March 7 – 11, 2018**

**What makes an Operations Team Member?**

- Must be a college sophomore or older
- Must have valid driver's license
- Interest in behind the scenes production /management
- Service oriented
- Organized
- Articulate
- Detailed and big-picture oriented
- Able to take direction
- Self-motivated
- Personable
- Stamina for long hours
- Team oriented
- Take charge in appropriate ways
- Seek assistance as needed
- Creative problem solver
- Take initiative
- **Must be a people person!**

**Operations Team Description:**

Operations Team members are an elite group of SETC volunteers that dedicate themselves to helping make the Annual Spring Convention a success.

This small group arrives in time for operations staff meetings and dinner Tuesday night and hits the ground running on Wednesday morning. Operations Team members do not slow up until after all areas are dismantled and loaded out Sunday morning. Responsibilities have been tailored to members' interests and skill sets; tasks not only vary from day to day, but within the day as well. We find this is the best formula to help Operations Team members gain a wide range of experience. This experience is made up of numerous avenues such as: assisting with registration, auditions, 5 different festivals, convention gear, commercial and education exhibits; hosting various VIPS, reception and banquet production.

Every available moment is used to give Operations Team members a chance to build their strengths and abilities. While there is time scheduled in for breaks and an occasional workshop, Operations Team members should not plan to participate in any of the events, such as professional or graduate school auditions, job contact services, etc. A Operations Team member is dedicated to the total experience of the convention and not one specific area.

We have several members that return year after year, growing with each step. And due to this annual return, there are few openings for new members. So please move fast and impress us with your strengths!

**So why apply?**

It is a wonderful experience packed full with fun and experiences. You will meet people from across the United States, opening doors and future opportunities. Past Operations Team members have secured spots and scholarship for graduate school, socialized with a variety of VIP's, attended receptions, landed summer internships (Walt Disney World for example), jobs, and formed life long bonds and friendships. Operations Team members also learn how a multifaceted convention, attended by 4,000 people, works from the ground up.

**How to apply:**

Complete and submit the Operations Team Application

**SETC Offers:**

- Shared Room – Can be up to four in a double room. We try to keep it to 2 or 3
- Opening dinner on Tuesday evening
- Invitation to several receptions
- Banquet ticket
- Waived event application fees...i.e. Job Contact, Auditions, Design Competition
- \$50 stipend to help with dining expenses

**Dress Code:**

Operations Team volunteers are part of the front line at the SETC convention and need to uphold a professional image. We require that your appearance be neat, clean, and professional. Khakis, slacks, dress shirts or golf shirts are ideal for males. Females should wear business-casual clothes. Bare midriffs, t-shirts, jeans are not acceptable. When considering shoes, make sure you can move quickly in them and stand for hours!

**To Apply:** Submit your application to Program Manager, Bradley Branham at [Bradley@setc.org](mailto:Bradley@setc.org) or call SETC Central Office, 336-272-3645.

## OPERATIONS TEAM APPLICATION, 2018

### ***Name and Contact Information***

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address (school): \_\_\_\_\_

Address (home/permanent): \_\_\_\_\_

Phone #'s: Home/School: \_\_\_\_\_ W: \_\_\_\_\_ Cell: \_\_\_\_\_

School/Theatre: \_\_\_\_\_

Best times to reach you: \_\_\_\_\_

### ***Please Attach a Letter of Intent and Resume***

Area(s) of theatrical interests & skills: \_\_\_\_\_

\_\_\_\_\_

### ***Why I should be selected?***

### ***What do I hope to achieve as a Operations Team Member of SETC's Production Staff?***

### ***Submit recommendation letter from one of your references at the time of application.***

Reference #1 Name: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Reference #2 Name: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Reference #3 Name: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_