



## A Guide for Arts Administration, Stage Management, Directing Friday, November 9, 2018

### HOW does it work?

**Pre-Registration for Applicants:** Applicants will pre-register and apply online in order to submit resume, headshot and materials to program reps ahead of time. Upon arrival, students are to check-in at the registration desk to receive name badge and other materials.

### LiNK Management/Directing/Arts Administration Interviews:

**Scheduling:** Student will set up at a table where schools will rotate through 15 minute (depending on the number of candidates) interview slots. Schools are encouraged to and do make an effort to speak with every candidate in the areas for which they are recruiting.

**Before Interviews:** There will be an Interview briefing prior to starting. The Student briefing will take place while candidates are setting up their materials (portfolios, etc.). At 12:00 Noon, candidates will be asked to leave the room so that the program representatives can come in for their briefing and to sign up for interview slots.

### **Interviews:**

- A. Getting Started:** At 12:30 pm interviews will begin. Candidates should be at their tables and schools will rotate from person to person.
- B. Timing:** Students and representatives will have 15 minutes (*subject to change*) to talk one-on-one to discuss career goals, academic programs and professional advancement opportunities.
  - *Students* will be assigned one interview table to sit and conduct their interviews.
  - *School Representatives* will rotate to a new representative on their schedule every 15 minutes. Representatives are encouraged to bring informational materials, business cards and any other items they would like to present or give to the students during the interview.
- C. Interview Rotation:** Once the 15 minute interview is done, a bell will sound indicating that time is up and the school representatives will move to their next interview.
- D. Breaks:** There are two 15 minute breaks built into the schedule.

**Onsite Assistance:** There will be event staff onsite to assist participants with anything they may need.

**After Interviews:** Interviews continue until participants have met with everyone on their schedules. The LiNK Soirée is a great opportunity to reconnect with one another after the interviews.

## **LiNK Management/Directing/Arts Administration Schedule** Subject to change

### **Thursday, November 8:**

5:00 pm – 7:00 pm      Mansfield Foyer      Check-In/Registration Opens

### **Friday, November 9:**

8:00 am – 6:00 pm      Mansfield Foyer      Registration Open

### **Arts Administration & Management Interviews**

11:00 am – 12:00 pm      Bogart/Hepburn      Student Set-up & Briefing

12:00 pm – 12:30 pm      Bogart/Hepburn      Rep Briefing and Sign-Up time

12:30 pm – 5:30 pm      Bogart/Hepburn      Schools meet with candidates for interviews

**5:30 pm – 7:30 pm      Mansfield Ballroom      LiNK Soiree - Evening Reception for All**

Friday Morning – Actors

Saturday – Design/Tech