



# SETC Production Assistants

## 2017 On-site in Lexington, KY

### PRODUCTION ASSISTANT

SETC will bring on multiple production assistants to serve as specified volunteers for the hiring theatre representatives. Our goal is to make the hiring tasks more effective, efficient and comfortable for the representatives. Each representative will have slightly different needs; however, most services will fall within the following areas:

- Sort resumes/applications
- Enter data into spread sheets
- Look up companies on resumes and report findings to interviewer
- Cold read with callbacks
- Collect resumes at tables and give out general info on the company (booth sitters)
- Provide "second opinion" on interviewees
- Load in and/or out, especially around Noon on Saturday - JCS
- Carrying items between venue and hotel rooms
- Procure coffee/beverages or snacks/meals
- Make copies
- Transport messages/items to other colleagues

Assistants will work 5 Hours per Day (at minimum) for all three days of hiring (Thur, Fri, Sat), for a total of 15 hours. If an individual assistant wishes to work additional time they are permitted to do so, and will coordinate that with the representative with whom they are working. They may also be working with more than one theatre.

PA's will indicate which of the following times they are available each day for purposes of scheduling

9:00am – 2:00pm

11:00am – 4:00pm

2:00pm – 7:00pm

5:00pm – 10:00pm

SETC will not permit PA's using their own money to make purchases for representatives, or to perform any intimate physical contact services for representatives. All services are to be performed within the auspices of the Professional Auditions Room, Job Contact Service, Dance-Call, or Call-back areas.



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

Cell Phone: \_\_\_\_\_ Year in school \_\_\_\_\_ Major: \_\_\_\_\_

Affiliation (school/theatre): \_\_\_\_\_

Address: \_\_\_\_\_

Street City State Zip

Reference Name: \_\_\_\_\_

Reference Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Please list times for each day when you would be available to work:

I understand that SETC will do its best to provide me with my preferred time but realize that placements are based on when needs are requested, and to balance of availability to cover representative requested.

Thursday	Friday	Saturday
_____ 9:00am – 2:00pm	_____ 9:00am – 2:00pm	_____ 9:00am – 2:00pm
_____ 11:00am – 4:00pm	_____ 11:00am – 4:00pm	_____ 11:00am – 4:00pm
_____ 2:00am – 7:00pm	_____ 2:00am – 7:00pm	_____ 2:00am – 7:00pm
_____ 5:00am – 10:00pm	_____ 5:00am – 10:00pm	_____ 5:00am – 10:00pm

Area(s) of ability:  Clerical  Organizational  Labor/Physical  Jack of all trades

Other: \_\_\_\_\_

Are there any conditions/issues that would prevent you from doing certain types of work:  No  Yes

Please explain if yes: \_\_\_\_\_

\_\_\_\_\_  
Applicant's signature

Thank you for applying to Intern and work with SETC  
Application deadline 12/18/16  
Questions? Contact: 336-272-3645 or april@setc.org