

SETC = TOTAL CAST / TOTAL CREW

PROFESSIONAL AUDITIONS / THEATRE JOB FAIR

You're invited to participate in the 69th annual SETC Convention for four days of hiring, networking, professional development, and fun with more than 4,000 theatre professionals and aficionados!

69TH ANNUAL

SETC

CONVENTION

MOBILE, AL

MARCH 7-11, 2018

MASQUERADE

TWO OPTIONS FOR HIRING:

Professional Auditions and Theatre Job Fair

To register, simply complete the following pages and return by email to SETC.

Companies may hire for:

- Paid year-round, summer, seasonal/job-in employment
- Paid internships or paid/unpaid apprenticeships

We hope you'll join us at the biggest theatre gathering on the block!

QUESTIONS?

Contact April J'Callahan Marshall
SETC Professional Theatre Services

april@setc.org

336-272-3645

Attached you will find:

Hotel registration Information: You must have a space in one of these two hotels, or rent a convention center room through April J'C Marshall in order to host callbacks.

Registration Forms: This is the basic materials to register your group. If you need additional sheets for reps – just print or save a copy of the first page and add info – or just type it out and send it in with your other forms. We will follow up with excel spreadsheets for you to provide detailed information about the jobs for which you will be hiring. This information is critical to attracting strong adult candidates to the auditions and job fair! These forms are ready for you to type onto and email back to us.

Company Profile: This gives us details (to share) about your theatre that help candidates make decisions when they have multiple offers. Complete this only if you are new to SETC or if your information has changed from what you have sent us in the past.

The Central Office Staff and Professional Division of SETC Welcome you back to Mobile!



SETC Annual Convention Registration for Professional Theatre Companies: Auditions & Job Fair

Early Registration Deadline: **Dec. 15, 2017** / Final Registration Deadline: **Jan. 22, 2018**

About Your Theatre Company

Please return completed forms to april@setc.org
Questions? Call 336-272-3645 for assistance.

This information will be provided to auditionees/candidates. Write to april@setc.org if there's any info you **do not** want printed. SETC will contact you for further details to share with auditionees/candidates.

Company Name: _____

Alternate/Legal Name of Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Website: _____

We will participate in the following events at the 2017 SETC convention: Auditions Theatre Job Fair Both

Primary SETC Contact: _____ Email: _____

Phone: _____ Ext. _____ Mobile Phone: _____

AUDITIONS Contact: _____ Email: _____

Phone: _____ Ext. _____ Mobile Phone: _____

JOB FAIR Contact: _____ Email: _____

Phone: _____ Ext. _____ Mobile Phone: _____

About Your Representatives

One representative is included with base fee.
Additional reps may be added at \$107 each.

REP #1 Name & Title: _____

included

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

This person will be attending: Auditions Theatre Job Fair

REP #2 Name & Title: _____

+\$107

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

This person will be attending: Auditions Theatre Job Fair

REP #3 Name & Title: _____

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Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

This person will be attending: Auditions Theatre Job Fair

Lodging & Callback Spaces

Companies must reserve an approved callback space at the Hyatt, Hilton or Lexington Convention Center. Call April at 336-272-3645 to discuss.



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Early Registration Deadline: Dec. 15, 2017 / Final Registration Deadline: Jan. 22, 2018

Registration Options & Fees

Enter the appropriate amount for all registration options and extra services that apply:

Early Bird Registration = \$234

OR by Dec. 15, 2017

Regular Registration = \$460

by Jan. 22, 2018

Registration includes:

- Professional Auditions and/or Theatre Job Fair.
- One representative.

Add more representatives at \$107 per person:

of Additional Reps:

- Hospitality for all representatives.
- Admission to workshops & shows.
- Special PRO-CO Invitations.
- PDF of the Audition Packet will be sent via email so you can review, download and print copies prior to auditions. You will also be given access to review candidate supplied information via the Theatre Job Board.

\$75 per paper packet. If you'd like paper packets provided to you onsite, you may purchase at \$75 each.

SOLD OUT UPGRADE Job Fair Table to Booth

Disney Reception

Wed., March 7 | 5:30-7 PM | By Invitation Only*

You're invited to the Disney Reception for Company Reps & Program Presenters.

Open Bar & Food

*RSVP Required

of Reps Attending

Payment Information

Check Enclosed | Check #: _____

MasterCard Visa Money Order

Card #: _____ - _____ - _____ - _____

Security Code: _____ Expiration Date: _____

Signature: _____

Name on Card: _____

Total Amount Due

\$ **No Refunds After Jan. 15, 2018**

Signature Required

Producing organization agrees, in the interest of fairness, not to extend offers of employment until 24 hours after the close of the auditions. If you have an immediate need to fill a position within 7 days due to a current vacancy, contact SETC for more information. Furthermore any videos taken at the auditions will only be used for the purposes of hiring, and will not be publically posted or shared. "I hereby certify that ALL information provided on this form is true, and I accept the conditions herein. I further certify that the producing organization does not discriminate according to race, national origin, sex, religion, age, sexual preference or physical handicap."

All representatives have read and agree to SETC's [Code of Conduct](#).

Signature: _____ Date: _____

Print or Type Name: _____ Title: _____

LIABILITY DISCLAIMER: The Southeastern Theatre Conference, Inc., shall not be responsible or liable in any way for any loss, death, injury, or damage to persons or property suffered or incurred by any person in connection with this program or any portion of it.

NONDISCRIMINATION: The right to membership, to hold office, and to participate in SETC activities, including (but not imited to) conventions, meetings, auditions, and performances shall not be abridged because of race, national origin, sex, religion, age, sexual preference, or physical handicap.



Hiring Theatre Company Profile

only for new companies OR to update old records

Questions?

Our offices are open
Monday – Friday, 9 a.m. – 5 p.m. ET
336-272-3645 | april@setc.org

Date: _____ Completed by: _____

About Your Theatre Company

Legally Incorporated Name: _____ Tax ID #: _____

Alternate Name or Affiliation: _____

Primary Contact: _____ Position/Title: _____

Street Address/PO Box: _____

City: _____ State: _____ Zip: _____

Office Phone: _____ Alternate Phone: _____ Fax: _____

Email: _____ Website: _____

About Board & Management

Chief Administrative Officer: _____ Address: _____

Artistic/Managing Director: _____ Address: _____

Board Chairperson: _____ Address: _____

When was your organization founded: _____ Organization Type: For Profit Not for Profit Nonprofit

Are all production company members paid? Yes No; Explain: _____

What do you offer: Housing & Board Housing Only Board Only Cost to Actor: _____

Additional information regarding operation and artistic goals, working conditions, benefits, etc.:

About Apprenticeships

Do you offer apprenticeships?
 Yes No

Are they paid?
 Yes No Pay Rate: \$ _____

Are apprentices charged a fee to work/study at your theatre?
 Yes No Fee Rate: \$ _____

What can apprentices earn (check all that apply)?
 Equity Card College Other (please specify):
Credit Credit _____

About Internships

Do you offer internships?
 Yes No

Are they paid?
 Yes No Pay Rate: \$ _____

Are interns charged a fee to work/study at your theatre?
 Yes No Fee Rate: \$ _____

What can interns earn (check all that apply)?
 Equity Card College Other (please specify):
Credit Credit _____