

# SETC's Operations (Dream Team) Volunteers

## Play an integral part in SETC's Annual Spring Convention

### JOB SQUAD

#### What makes a Job Squad member?

- College Junior or older
- Valid driver's license
- 2 years prior service in Theatre Job Fair Area (TJF) as volunteer, as OPS Team member, or in the SETC Central Office
- Behind the scenes production /management
- Service oriented & Dedicated
- Organized, detailed & big-picture oriented
- Articulate & Self-motivated
- Able to take direction
- Jump in & take charge as needed
- Stamina for long hours
- Team oriented
- Seek assistance as needed
- Creative problem/crisis solver
- Background in technical theatre
- **Must be a people person!**

#### Job Squad Description:

Job Squad members are a select team of 3 SETC volunteers that work behind the scenes to produce the SETC Annual Spring Convention, with particular emphasis in Theatre Job Fair (TJF) where students, professionals, academics, etc. come to find jobs in all areas of theatre (except acting). Colleges/Universities, theatres, entertainment companies, etc. set up tables or booths to meet, interview & hire personnel in all off-stage areas of theatre.

#### Expectations:

- Arrive Tuesday for briefing and dinner (details will be sent to you regarding the time)
- Participate in unloading and set up of all areas including TJF beginning Wednesday morning
- Be available 24/7 throughout the week until all areas are dismantled & packed away Sunday morning
- Oversee TJF for 1 total day including supervision of other TJF team members & volunteers
- Attend all receptions, meals, etc. as invited
- Other duties as requested/assigned

While the focus is on the Theatre Job Fair, you may also be asked to assist with registration, auditions, festivals, set up/break down of commercial & educational exhibits, hosting various VIPs, receptions and banquet set-up decoration & production. Because of the technical nature & interests of Job Squad members, you may also be asked to assist with hanging/running lights, sound, sets, etc. This involves very late night & early morning duties in some cases. SETC tries to offer you variety from day-to-day & within the day as well.

#### Why apply?

SETC & Job Squad is a wonderful experience packed full of fun and opportunities. You will meet people from across the United States, opening doors for potential employment, grad school, & life. Past volunteers have secured spots in graduate schools, landed summer internships & or jobs, & formed life-long bonds & friendships. Job Squad members also learn how a multifaceted convention works, attended by 4,000 people+, from the ground up. Every assignment is used to give Job Squad members a chance to build their strengths & abilities, and to expose you to opportunities for your future. While there is time scheduled in for breaks & an occasional workshop, Job Squad members may not participate in professional or graduate school auditions, 10 Minute Play Festival, etc. However, you may use "off-duty" time to interview with personnel in the Theatre Job Fair.

#### SETC Offers:

- Hotel room (2-4 people in a double room)
- Complimentary registration/membership
- Theatre Job Fair fees are waived if registered in advance of convention
- Opening dinner on Tuesday evening
- Invitations to several receptions
- \$50 stipend to help with expenses
- Saturday Gala Banquet ticket

#### Dress Code:

Job Squad volunteers are part of the front line at the SETC convention & need to uphold a professional image. This also serves you well if you are seeking to make connections. We require that your appearance be neat, clean, and professional. A business casual style is preferred when representing SETC. Bare midriffs, jeans, t-shirts, shorts, and sandals are not acceptable. Comfortable, well-fitting footwear is always beneficial - make sure you can move quickly & stand for hours!

Email application to April J'C Marshall, Professional Theatre Services, [april@setc.org](mailto:april@setc.org)

For questions, email [info@setc.org](mailto:info@setc.org) or call the SETC Central Office, 336-272-3645.