

SETC = TOTAL CAST / TOTAL CREW

Professional Auditions / Theatre Job Fair

Hello,

You're invited to participate in the 70th annual SETC Convention for four days of hiring, networking, professional development, and fun with more than 4,000 theatre professionals and aficionados!



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 (beyond summers) 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 at the SETC Central Office.

april@setc.org

336-272-3645



70th Annual Convention | Knoxville, TN
Professional Theatre Company
Registration Form

Questions or need help?
 Our offices are open Monday
 thru Friday, 9am-5pm
 336-272-3645 x108

Early-Bird Deadline: Dec. 14, 2018 @ Noon ET
 Regular Deadline: Jan. 15, 2019 @ Noon ET

About Your Theatre Company

Company Name: _____ Website: _____
 Alternate/Legal Name of Organization: _____ Phone: _____
 Mailing Address: _____ Ext: _____
 City: _____ State: _____ ZIP: _____ Mobile Phone: _____
 Primary Contact Name: _____ Email: _____

Your Registration Options ~ Select One

- Early-Bird Registration \$250**
- Regular Registration \$460**
- Theatre Job Fair BOOTH UPGRADE \$125**
 Upgrade from a table to a 10'x10' booth in Theatre Job Fair

Registration Includes:
 Professional Auditions and/or Theatre Job Fair;
 One representative (Additional reps are \$110
 each); Hospitality; Admission to workshops
 and shows; Special PRO-CO invitations; PDF
 of the A&J; A Present Via email so you
 can review, download and print copies prior to
 auditions; Access to review candidate-supplied
 information via the Theatre Job Board.

FEEES

\$ _____
 \$ _____
 \$ _____
 \$ _____

Audition Packet(s) ~ Optional

- Paper Packet(s) \$75 each**

If you'd like paper packets provided to you
 on site, you must purchase ahead of time.

\$ _____

About Your Company Representatives

All representatives must register to attend the
 Convention, Auditions and/or Theatre Job Fair

___ Rep 1 Name & Title: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Email: _____
 ___ Rep 2 Name & Title: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Email: _____
 ___ Rep 3 Name & Title: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Email: _____
 ___ Rep 4 Name & Title: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Email: _____

\$ _____
 \$ _____
 \$ _____
 \$ _____

Email to april@setc.org

NO REFUNDS AFTER 1/15/19

MasterCard Visa Money Order Check Enclosed Check #: _____
 Card #: _____ - _____ - _____ - _____ Security Code: _____ Exp. Date: _____
 Signature: _____ Name on Card: _____

TOTAL DUE

\$ _____



70th Annual SETC Convention Employer Contract

Questions or need help?
Our offices are open Monday
thru Friday, 9am-5pm
336-272-3645 x108

Auditioning Company Theatre Job Fair Both

The information you provide in this document will appear in the listing provided to prospective employees. NOTIFY us regarding info you do not want listed.

About Your Theatre Company

Company Name: _____

FACILITIES

- Permanent Indoor
- Black Box
- Dinner
- Cruise Ship
- Theme Park
- Outdoor/Amphitheatre
- Other: _____

TYPE OF THEATRE

- Stock
- Repertory
- Musical
- Non-Musical
- Theatre for Youth
- Touring
- Educational
- Other: _____

TYPE OF CONTRACTS

- Year-Round
- Summer
- Equity
- Non-Equity
- AEA Guest, Contract Type(s): _____
- Other: _____

A sample copy of your employment contract MUST accompany your registration.

Current Season's Productions: **List only those for which you will be hiring.**

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Period you are hiring for:

- Year Round/Seasonal/Job-In
- Summer-Only
- Combination of these

AUDITIONING COMPANIES ONLY

Representatives Attending Auditions: _____

Company Contact for Auditions Listing | Name: _____ Title: _____

Contact Email: _____ Rehearsals Begin: _____ Season: _____ to _____

Salary Range: \$ _____ / Week Month Show Season

Other Benefits: _____

Additional Actor Duties: _____

Auditions Callbacks in My Hotel Room OR Reserved Space

COMPLETE THIS SECTION TO REQUEST CALLBACK/INTERVIEW SPACE

Pricing varies; only a limited number of rooms available.
You will be contacted with availability and payment information.

Day Needed	Large Room	Small Room	# Hours	Piano
Thursday	_____	_____	_____	_____
Friday	_____	_____	_____	_____
Saturday	_____	_____	_____	_____

AVAILABLE:

_____ Total # Male	_____ Total # Female
_____ Act	_____ Act
_____ Sing	_____ Sing
_____ Dance	_____ Dance
_____ Total # Equity	_____ Total # Equity
_____ Total # Non-Equity	_____ Total # Non-Equity

WE HIRE:

- Paid Actors
- Interns with Payment Benefits
- Apprentices, Paid or Unpaid Benefits

SUBMIT YOUR EMPLOYER CONTRACT BY EMAIL TO april@setc.org

Include information about any specific fields to exclude from your listing in your message.

Employer Contract Page 2 (required)

THEATRE JOB FAIR

List Representatives Available at the Theatre Job Fair

Rep 1 Name: _____

Rep 2 Name: _____

Rep 3 Name: _____

General Description of Jobs for Hire (if you do not complete the chart):

Contact for Job Fair Profile Listing

Name: _____

Title: _____

Email: _____

Plans for Your Theatre Job Fair Table/Booth

- Representative Available at Table/Booth
- Provide Table Top Display
- Post Sign Ups
- Only Job Descriptions & Box for Resumes
- Other: _____
- Interested in a Table/Booth Sitter

Position / Job Title	Salary / week/month/year	Experience Required			Position Category			
		U-Grad	Grad	Prof	Year Rnd	Summer	Intern	Apprentice
_____	\$ _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Producing organization agrees, in the interest of fairness, not to extend offers of employment until 24 hours after the close of Convention. If you have an immediate need to fill a position within 7 days due to a current vacancy, contact SETC for more information. Convention closes Mar. 3, Noon. 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. Further, I will not pressure any applicant by offering contracts for the duration of the convention, or immediately following with unreasonable time constraints for responding.

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

Employer Contract Page 3 (as needed)

POSITIONS AVAILABLE CONTINUED

Position / Job Title	Salary / week/month/year	Experience Required			Position Category			
		U-Grad	Grad	Prof	Yearly	Summer	Intern	Apprentice
_____	\$ _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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_____	\$ _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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_____	\$ _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____ / _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Hiring Theatre Company Profile **Only for new companies OR to update old records**

Date: _____

Completed By: _____

About Your Theatre Company

Legally Incorporated Name: _____ Tax ID#: _____
 Alternate Name or Affiliation: _____
 Primary Contact: _____ Title: _____
 Street Address/PO Box: _____
 City: _____ State: _____ Zip: _____
 Office Phone: _____ Ext: _____ Alternate Phone: _____ Cell/FAX: _____
 Email: _____ Website: _____

About Board & Management

Chief Administrative Officer: _____ Address: _____
 Artistic/Managing Director: _____ Address: _____
 Board Chairperson: _____ Address: _____
 How long has your organization been in business? _____ Profit Not for Profit Non-Profit
 Are all production company members paid? Yes No, Explain: _____
 Do you offer: Housing & Board Housing Only Board Only Cost to Actor: _____
 Additional information regarding operation and artistic goals, working conditions benefits:

About Apprenticeships

Do you offer apprenticeships?
 Yes
 No
 Are apprentices paid?
 Yes, Rate: \$ _____
 No
 Are they charged a fee to work/study at your theatre?
 Yes, Rate: \$ _____
 No
 Can they earn:
 Equity Card Credit
 College Credit
 Other: _____

About Internships

Do you offer internships?
 Yes No
 Are interns paid?
 Yes, Rate: \$ _____ No
 Benefits?
 Yes: _____ No
 Are they charged a fee to work/study at your theatre?
 Yes, Rate: \$ _____ No
 Can they earn:
 Equity Card Credit
 College Credit
 Other: _____



Knoxville Hotel Information

Company Hotel Reservation Window: November 1, 2018 – January 7, 2019

Please contact April after Oct 25th for the code to use!!

We are excited to have you at our 70th SETC Convention in Knoxville, TN! As a courtesy to you, and to provide for those needing callback spaces, a block of rooms will open November 1st with a **special code** to provide you with a better opportunity to **secure a room at the pro-company hotel planned for callbacks**. The ONLY locations you may hold callbacks are at the Holiday Inn Knoxville Downtown or in meeting rooms rented through SETC.

Please note: Rooms in this block are available on a first-come, first-served basis and **only if you are hiring**. If you are not hiring or will not use your sleeping room for callbacks, please contact the SETC office to get information on the general block of rooms or go to <https://www.setc.org/convention/>.

Reservation Policy: Hotel reservations in Knoxville will require a 4-night minimum stay for all reservations and a **non-refundable** deposit for one night upon making the reservation. If you need to alter or cancel your room reservation, make sure you complete the transaction before 11:55 PM on January 7, 2019.

WHY: SETC negotiates less-expensive sleeping room costs based on a promise that we will fill those rooms. When attendees cancel we lose our validity and fewer cities welcome SETC's business OR they increase our costs. The payment deadline gives you time to finalize your plans and the hotels a chance to rebook their rooms should you need to cancel. Thank you for your understanding

Holiday Inn Knoxville Downtown

525 Henley Street

Knoxville, TN 37902

\$129++ and \$12 Self-Parking for hotel guests

Room rate includes courtesy shuttle within a three-mile radius of the hotel, based on availability.

If you have any questions do not hesitate to contact me. Thank you,
April

April J'Callahan Marshall
Professional Theatre Services

april@setc.org

336-272-3645