

SETC's Operations (Dream Team) Volunteers

Play an integral part in SETC's Annual Spring Convention

TECH CREW

What makes a Tech Crew team member?

- College sophomore or older, age 18+
- Valid driver's license
- Prior SETC Conv experience a plus
- Service oriented and dedicated
- Organized and detailed
- Big-picture oriented
- Articulate & self-motivated
- Jump in and take charge as needed
- Endures long hours with a good attitude
- Team oriented and able to take direction
- Seeks assistance as needed
- Creative problem/crisis solver
- Technical Skills: lighting, building; AV
- Interest in managing behind the scenes

Tech Crew Description:

Tech Crew members work behind the scenes with all the technical aspects of SETC's Annual Spring Convention with particular emphasis in the exhibit hall, festival production, special events, tech needed for the banquet, and audio visual requirements. Jobs range across setting up/focusing lights, striking equipment, assisting exhibitors with set up and strike, helping with AV for workshops and more.

Expectations (times may vary year to year):

- Arrive on Tuesday in time for briefing, orientation, and dinner with rest of staff on Tuesday night.
- **Wed:** Unload/set up Exhibit Hall, Festival Theatre, Design/Tech space & Pro Auditions; 10 AM – 9 PM
- **Thur:** Assist Theatre for Youth Fest 8 AM – 1:30 PM; AV for Keynote; manage Exhibit Hall Help Desk 9 AM – 6 PM; assist Ten Minute Play Fest 9:30 PM – 12:00 AM; assist workshop AV as needed
- **Fri:** Assist Fringe Fest (TBA), AV for Keynote; manage Exhibit Hall Help Desk 9:30 AM – 6 PM; assist with workshop AV as needed
- **Sat:** Assist Fringe Fest (TBA), AV for Keynote; manage Exhibit Hall Help Desk 9:30 AM – 1 PM, help strike Exhibit Hall; assist with workshop AV as needed; Banquet staging set-up, run AV during the banquet and strike equipment after it concludes
- Be available to assist with other duties as requested/assigned
- Time is scheduled for breaks but Tech Crew should not plan to participate in activities that require callbacks or events that require chunks of time away from serving as part of the team. We will work with your schedule for time in Theatre Job Fair, and will consider other requests if made in advance.

Why Apply?

It's a great experience, full of fun and opportunities! You meet people from across the US, open doors to potential employment, grad schools, and life. Past volunteers have found grad schools, landed summer internships and/or jobs, and formed life-long bonds and friendships while learning how a multifaceted convention, attended by 4,000+ people, works from the ground up.

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:

Tech Crew volunteers 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, & professional. While jeans are okay for some of the physical labor, be prepared to look neat most of the time. 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 and stand for hours!

Email application Program Manager, Bradley Branham at (bradley@setc.org)

For questions, email info@setc.org or call the SETC Central Office, 336-272-3645.