



**CONVENTION 2019 – Knoxville, TN
Southeastern Theatre Conference**

**THEATRE JOB FAIR & READY TO DIRECT
GUIDELINES FOR DIRECTORS!
FULL TIME, PART-TIME, SUMMER-ONLY**

QUALIFICATIONS & INFORMATION

In order to apply for Theatre Job Fair, candidates must:

- Be 18 years of age or older **and** no longer in high school
- Be available to work summer-only, or full-time/year-round/job-in, or seasonal
- Register for the SETC Spring Convention AND Theatre Job Fair
- Complete the online TJB Candidate application, pay & submit application.
- Post your resume online to the Theatre Job Board site via <http://theatrejobboard.setc.org/>
- Attend the SETC Convention in Feb/March to interview for positions with employers

APPLICATION INFORMATION

Please read before filling out on-line application. See detailed instructions at the end of this document

- Your total Cost up to **NOON** December 14 is \$170 students or \$270 adults (Visa or MasterCard only).
- Your total Cost after **NOON** December 14 is \$220 students or \$320 adults through **NOON** January 22
- Any online application not completed & SUBMITTED (paid) by the January 22 Noon deadline will not be considered, and you will have to apply onsite, with a paper application & resume – the costs onsite are \$290 students and \$390 adults.
- **NO REFUNDS AFTER APPLICATION DEADLINE – NOON JANUARY 22.** Cancellations made via email to april@setc.org through Jan 22 Noon with receive a refund less a \$20 processing fee
- You must have a working email in order to receive information about Theatre Job Fair.

PLEASE NOTE: Incomplete Applications Cannot Be Submitted – Make Sure All Fields Are Complete

****If you are participating in other activities which require additional fees, place a check on the sign-up page next to the requested activities and complete any necessary applications.**

Wait Until the End of Your Order When ALL Forms Are COMPLETED to Make Your Payment!

All payments are processed via secure network using Plug-N-Pay technology.
(You should receive an email from PnP which is your receipt. If you do not, email Jean via jean@setc.org)

For Questions or Assistance

Email: april@setc.org

Phone: 336-272-3645

Online Resume Submission

SETC's Theatre Job Board is an online job search system that will allow you to upload resume(s) and information about yourself that employers can also search to find you. All PRE-REGISTERED persons should create an account for this system and upload your information/resume to complete the final phase of registration. Job Fair Employers will have access to these files prior to the convention and might contact you to set up special appointment times.

You will also upload a copy of your resume on the actual application.

Job Fair SCHEDULE & Information

Wednesday 7:00pm-9:00pm TJB PRODUCTION RESUME REVIEW – (Located Exhibit Hall)

Bring your resume to this informal, informative session about Theatre Job Fair that will give new professionals seeking technical theatre positions an opportunity to have their resumes reviewed and critiqued by technical theatre professionals and company representatives. Prospective applicants will be instructed how to best interview with and present themselves to the on-sight companies. There will be opportunity for one-on-one resume counseling. *You are encouraged to bring your resume on disk as well so that you can use your laptop or convention facility services to make last minute changes to your files as needed.*

Job Fair hours:**Thursday 10:30am – 6:00pm –Exhibit Hall*******Only pre-registered admitted at 10:30.**

(Those who add/register onsite are admitted at 1:00pm)

Friday 9:00am – 6:00pm**Saturday 9:00am – Noon****Actor Tech – sign up Thursday 1 – 5:00 and Friday Noon to 5:00pm****(the briefing & walk thru is on Saturday at 4:30pm)**

Callbacks/Interviews by the individual companies are conducted in a wide variety of formats. Many will conduct a 15-minute interview right there at the table. Others may ask to meet with you later. Some will be collecting resumes and just talking with you and may call you to interview another time and date. Each company will instruct you on what you need to do if they ask you to see them later.

THEATRE JOB FAIR INSTRUCTIONS

Beginning at Noon on Wednesday of the convention, pre-registered individuals can check in at the SETC Convention Registration Desk. This is where you will receive your convention/TJF badge and a complete convention schedule. **You may NOT enter the TJF area until 10:30am on Thursday.**

Come Prepared!! **The biggest complaint the companies have is that persons who stop by to talk are not prepared – don't be one of those! Also – if you are only available in the summer – do not interview for full time jobs.*

Visit the SETC website: Companies will be listed on the SETC website as they register. Some information about their seasons and jobs will be provided, but you should visit the website(s) of those companies and find out as much information about them as you can. This makes for a smart and informed interview.

- Dress professionally: Sloppy dress is often equated with sloppy work.
- Bring several copies of your resumes and if possible samples, photos, etc of your work that you can give to the persons you talk with. Plan your time: Leave plenty of time to speak with company representatives before you must rush off to other activities or workshops.
- Allow additional time for follow-up interviews: Many companies like to speak with individuals outside the walls of the Job Fair area. Make sure you know where all the interview locations are situated.
- Prepare your portfolio in a manner to show your best work and how you have grown – sell yourself.
- Have goals in mind of what you'd like to achieve with various positions – be ready to share that and show how you will work to secure those goals.
- Prepare a set of questions you'd like to have answered: schedules, contracts, working conditions, growth opportunities, benefits (housing, perks...) – show that you're in this for the business.

Pre-registered Details: Pick up name badge at registration – you should receive a Job Fair badge with a yellow bar when you check in at Registration. If your documentation is complete you will also have a CHECK MARK (✓) on your badge. If you have the bar, but not the (✓), **BRING** your resume to the Job Fair Area – you will not be allowed to enter until your resume is presented.

LEAVE YOUR CELL PHONES OFF: Each year there are multiple complaints about people who actually answered their cell phones and/or were texting during interviews – a SUREFIRE way to completely ruin your chances. Turn them off, put them away, or leave them with a friend.

PROFESSIONAL COMPANY CATALOGUES WILL BE GIVEN TO YOU in the TJF line – Keep up with your list (\$10 will be charged for any replacements.) Specific jobs will listed as Fulltime/ Summer Only/ and Intern-Apprenticeships under each company's listing in the book. Jobs added on-site will be divided by availability and into areas of responsibility. Compare the posted "map" and table numbers to the companies in your book and map the locations of those you wish to see. Also, check the jobs posted on the boards inside TJF. These listings are in addition to the jobs in your catalogue.

Now Network and Interview! Search the companies you want to speak with that have jobs in your area, or who have provided descriptions of their jobs/companies that interest you. If one line is particularly long, look for the shorter lines and then come back at another time.

Some companies will actually conduct interviews at their tables, others will ask you to meet with them later in another place, and some will only collect resumes. There will also be some companies who are not in attendance but who have posted jobs and will have you Fair them later. So be prepared for a variety of interaction methods.

PLEASE NOTE

According to SETC guidelines, in the interest of fairness to all applicants & other companies, Professional Companies are prohibited from making employment offers until 24 hours after the END of the convention.* Convention ends at Noon on Sunday. Do not allow a company to pressure you into accepting any offer until you have attended all of your interviews/callbacks and had time to compare your offers.

Please report any abuse of this ruling to the SETC Professional Theatre Services Staff.

***In rare instances of immediate need (i.e., the next few weeks show openings), some exceptions may be granted by SETC. These will be clearly marked in your catalogue or on the Job Posting Boards.**

Please note that all postings must be stamped with the SETC Validation Seal. SETC reserves the right to remove any unauthorized company postings. **DO NOT APPLY FOR JOBS WITH ANY COMPANY WHO'S POSTING DOES NOT CARRY THE SETC VALIDATION SEAL. THIS INCLUDES PUTTING YOUR RESUMES UNDER DOORS!**
SETC ASSUMES NO RESPONSIBILITY FOR THE ACTIONS OF SUCH ORGANIZATIONS.

Continue to the next page for detailed instructions on how to register

General Instructions on How to Apply Online for the SETC Ready to Direct and Theatre Job Fair

Please don't wait until the deadline or too close to the deadline because this takes time to get your reference, etc.!!

Persons who PRE-Register for Job Fair: Your information will be made available to hiring theatres in advance of the Convention. These are also searched year-round by people looking to find employees!

GETTING READY TO REGISTER

- 1) Make special note of the **Noon (Eastern Time)** application deadline on January 22.
- 2) Go to <https://www.setc.org/convention/theatre-job-fair/> for information about the Job Fair.
- 3) Click on "**Download Instructions**" (i.e. This document). We recommend that you **print and save** this document.
- 4) Gather the following information:
 - a) Your contact information (including email, address, and phone #).
 - b) Your theatrical resume and educational background.
 - c) Your complete theatre resume geared towards the positions for which you want to interview
 - d) Name & email for your reference: *This reference should be from the list of jobs you have listed on the application*
 - i) First, contact them to obtain permission to list them as your reference.
 - ii) Confirm the email address they wish you to use for their reference.
 - e) A list of your work credits: Type of job, what theatre produced the show, their phone number & website.
 - f) You will need a Visa or MasterCard at the end for payment: Card #, Expiration Date, and Card Security Code (3 numbers from the back of the card).
- 5) **Starting October 15, 2018**, you will be able to click on the "**Apply Now**" button to access the registration portal. You must have a username and password to enter this site.
 - a) If you have been an SETC member or have applied for, auditioned at, or attended an SETC event in the past, you already have a username and password. **Please do NOT create a new account.** You may use the **Password Help option** or **email the SETC office** at info@setc.org for assistance. Include your full name (with middle initial), email address and phone number in your email; we'll then send you your username and password.
 - b) If you are NEW to SETC, use the "Create Account" feature from the login page and create a username and password (use only lowercase letters and numbers; no special symbols, e.g. *, &, _, etc.). Please include a hint to help remind you of your username or password in case you forget in the future.

ONCE YOU ARE LOGGED IN TO THE REGISTRATION PORTAL ...

- 1) Click "**Event Registration**"
- 2) Select **2019 Convention Knoxville, TN: Feb 27-March 3**
- 3) Indicate if you are a returning SETC Conventioneer or if this is your first time attending
- 4) Place a CHECK in the box beside **Convention Registration**(STUDENT or ADULT)
- 5) Place a CHECK in the box beside **Theatre Job Fair Candidate AND Ready to Direct**
- 6) Click on "SAVE" at the bottom of the page and WAIT until the Page Refreshes itself
- 7) Click on the [BLUE UNDERLINED](#) link to enter and complete each application.

Tips for Entering Information for Your Job Fair Registration/Application:


- Use the TAB key to move to the next field.
- Use **NEXT PAGE** / **PREVIOUS PAGE** buttons or the numbers at the top to move between pages.
- Fields with a red asterisk * are required.
- Click **SAVE** at the bottom of each page. Any time you save or add, if any information is missing for required field(s), you will see notes in red at the top of the page. Complete missing field(s) and save again.
- Some pages use **ADD** as the Save button. Once all entries are listed, just move to the next page.
- To return to the first page which lists the questions for your application, simply click on the **PREVIOUS MENU** button.
- To return to the main page of activity options click on the **BACK** button.
- All portions of all application(s) must be complete (including a response from your reference) before the system will allow for payment and submission.

Click on Each Item and Complete the Information:

1 Name and Contact

- a) Personal contact information. Verify all information, complete any blank fields and/or update your personal information, especially your email, contact phone number and birth date. (Enter phone number format as 123-456-7899 and be sure to select your day, month and year of birth.)
- b) Click the **SAVE** button at the bottom of the page.
- c) Click on **NEXT PAGE** in the lower right of the page to move to the next set of questions

2 Employability Status and Job Type Classification

- a) Answer the questions about your status FOR THE TIME WHICH YOU WILL BE HIRED. I.E. if you are a student at the time you complete the application but will be graduating and can be considered "adult" select PROFESSIONAL.
 - b) Answer the questions about your job availability OVERALL .
 - c) Now you can select 3 types of jobs in which you have interest and can be hired (one per section)
 - d) List the dates for when you are actually available to work, and check if those dates may be flexible.
 - e) Check whether or not you would consider an internship or apprenticeship.
 - f) Check as many "hire preferences" as you wish (e.g. Musical, Non-Musical, Touring, etc.)
 - g) Check whether or not you are willing to relocate (even temporarily) for working.
 - h) Click on the **SAVE** button at the bottom of the page.
 - i) The page will reload, and it should say "saved" in green at the top of the page. (If any information is missing, you will see the necessary fields listed in red at the top of the page. Complete any missing fields and **SAVE** again.)
 - j) Click the **NEXT PAGE** button in the lower right of the page.
- 8) Once you have input information for the reference, make sure you place a CHECK in the box at the bottom of the page and click onto SAVE – this will send an email to the reference provider and ask them to send us a reference. **HINT:** It is always helpful to call the reference and request if you can use them as a reference **prior** to sending out the request, and to alert them to watch for an email from SETC. They can contact us by phone or email if it does not arrive.
 - 9) All portions of the application must be complete, including the response from your reference provider, and uploading your resume before you can prepare your application for payment & submission.
 - 10) **Print a copy of your application by using the tiny icon in the upper left corner of any page of the application ; it will display a pdf to print.** Please review your application for spelling errors, consistency in format, incorrect information, etc. Go back and make corrections as needed.
 - 11) Once the application is complete, return to the page that lists all the application questions and select "**MY APPLICATION IS NOW COMPLETE**" located near the bottom of the page. If any information is missing, you will see required fields listed in red at the top of the page. If there are any, go back and complete the missing information, and try the button again.
 - 12) **WAIT** for the page to refresh. If you have completed the previous steps correctly, your application status will now say "PENDING" to the right of your application link entitled (Job Fair Candidate).
 - 13) GO BACK to the **READY TO DIRECT** application and complete that application using this same process.
 - 14) Click on the "**Submit and Make Payment**" button at the bottom of the page. CONFIRM your choices, and you will be directed through making your payment with a Visa or MasterCard.
 - 15) Do not leave the system, close your browser, or turn off your computer until you are given a CONFIRMATION NUMBER. Either Print the page with that number or write down the confirmation number and date you submitted payment.
 - 16) You will receive an email receipt via our secure online transaction system Plug-N-Pay. Save this receipt for your records. If you do not receive a receipt within 2 business days, email Jean via jean@setc.org .

- 17) Now go to the [Theatre Job Board](#). Register as a **Job Candidate and upload your resume**.
- 18) Then watch your email carefully for correspondence from SETC. Sometimes the emails are rejected, sent to spam, trash, or deleted folders. If you have questions pick up the phone and give us a call.
- 19) Make your **hotel reservations**. Go to <http://www.setc.org/convention> and look for information on how to make your reservations at the SETC special rate hotels.
- 20) **Review** the companies listed online closer to the Convention – do your homework and research them!
- 21) Plan questions to ask about each company in which you are interested.
- 22) Come to Convention in Knoxville, TN and check in with the SETC Staff, located in the SETC PRE-REGISTERED check-in area at the Knoxville Convention Center to get your badge.
- 23) While in line for the Job Fair, you will receive a listing of the companies who are hiring and what positions they have available. Study that list, then go interview and enjoy the fruits of your labor.

REMEMBER: If at any time you need help with the online application process, or have any questions about Theatre Job Fair, email or call us. We are here to help, but please don't wait until the deadline or the night before – it may be too late!!

We're here to help!