



**Theatre Job Fair**  
**Job Candidate Guidelines & Information**  
**SETC Convention, Feb/Mar 2019**  
**for On-Site Registration**

**Who:** **Candidates for Offstage/Crew/Technical/Administrative Theatre Jobs**  
**FULL TIME      JOB-IN      SUMMER ONLY**  
*You must be at least 18 or older, registered for the 2019 SETC Convention, AND no longer in high school to participate in this event.*

**What:** Three-day Theatre Job Fair to interview and get hired!

<b>When:</b>	<b>Theatre Job Fair Hours:</b>	<b>SETC On-Site Registration Hours:</b>
	Th., Feb. 28    1:00pm – 6:00pm	Wed. Feb. 27    Noon – 8:00pm
	Fri., Mar. 1    9:00am – 6:00pm	Th. & Fri.      8:00am – 5:00pm
	Sat., Mar. 2    9:00am – Noon	Sat. Mar. 2     8:00am – Noon

**Where:** **Knoxville Convention Center**  
**SETC Registration Desk:** Clinch Concourse (Clinch Ave. Entrance)  
**Theatre Job Fair:** Exhibit Hall (First Floor)

**Why:** SETC is in its 70<sup>th</sup> year of providing job opportunities for theatre.

**BEFORE CONVENTION:**

- 1) Complete and print off the Theatre Job Fair Employee Application/Contract.
- 2) Take the application to your reference provider, and get their signature on the form.
- 3) If you are not yet registered for the SETC Convention, complete and print off the On-Site Registration Form.
- 4) Prepare resume and/or portfolios (have multiple copies of resume in-hand to leave with employers).

**WHEN YOU ARRIVE ON SITE:**

- 5) Dress professionally for business interviews.
- 6) Bring all completed forms and necessary payment with you to the SETC Registration Desk.  
 Pay your convention registration fee (if you haven't already done so) and the \$50 Theatre Job Fair fee.  
 You will receive a 2019 Job Fair Voucher; keep this, your Application/Contract and resumes with you.
- 7) Sign in at the Theatre Job Fair AFTER 1:00pm on Thurs. with your Application, the Job Fair voucher, and your resumes/portfolio. Be ready to interview.
- 8) Review the job catalogue and job boards for available positions and company location(s).
- 9) Meet prospective employers. Walk up to the table(s) of those with whom you wish to interview.
- 10) Follow-up and go to any further interviews/callbacks scheduled with the hiring companies.

**AFTER THE CONVENTION:**

- 11) Complete the survey SETC sends you via email.
- 12) Write "Thank You" notes to companies for your interviews.

\*\*\*\*\*

For more information on *Theatre Job Fair* procedures,  
 email [April J'C Marshall](mailto:April.JC.Marshall@setc.org) at the SETC Central Office.