

The Huron Playhouse  
Department of Theatre & Film  
Bowling Green State University, 338 South Hall  
Bowling Green, OH 43403

## HURON PLAYHOUSE 2009 COMPANY/STAFF APPLICATION

First Name: \_\_\_\_\_ Middle Initial \_\_\_\_\_

Last Name: \_\_\_\_\_

DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ BGSU ID: \_\_\_\_\_ (For BGSU Students only)

Current Address:

\_\_\_\_\_  
\_\_\_\_\_

Permanent Address

\_\_\_\_\_  
\_\_\_\_\_

I will be at the current address until (give exact date): \_\_\_\_\_

I will be at the permanent address from (m/d/year) \_\_\_\_\_

until (month/day/yr.) \_\_\_\_\_ (Please be exact)

Current Phone #: ( ) \_\_\_\_\_

Permanent Phone #: ( ) \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

Ohio resident: (circle one) Yes No

Drivers License # \_\_\_\_\_ State Issued: \_\_\_\_\_

In case of an emergency contact: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

University/College now attending: \_\_\_\_\_

Date of graduation: \_\_\_\_\_ Highest Degree (as of 6/2009): \_\_\_\_\_

Year (i.e. Sr, Jr): \_\_\_\_\_ Your Occupation if not a student: \_\_\_\_\_

**Academic Record:** Please Base on 4.0=A, 3.0=B, 2.0=C, 1.0=D

Cum. Point Average: \_\_\_\_\_ Point Average for last two semesters: \_\_\_\_\_

**Company Member Applicants:**

1. Must enclose a recent photo (color or black & white), 8x10 preferable, 5x7 acceptable.
2. Must enclose a complete resume of your theater experience.
3. Include height, weight, hair color.
4. Answer questions on the back of this page.
5. Provide (2) letters of recommendation written by individuals who know your work in the theater.
6. Audition at the Ohio Theatre Alliance Auditions (January 24th) or at BGSU on February 7<sup>th</sup>, 2009, or submit a video audition by February 18<sup>th</sup>, 2009 (Two -2 minute monologues contrasting in style, 1 song minimum, dance optional).

**ALL applications must be submitted no later than Feb. 18th, 2009.**

**Staff/Specific Assistant/Intern Applicants (See Listing for such at end of application):**

1. Enclose a complete resume of your theater experience (see attached for possible format).
2. Must enclose a recent photo (color or black & white), 8x10 preferable, 5x7 acceptable.
3. Answer questions on the back of this page.
4. Provide (2) letters of recommendation written by individuals who know your work in the theatre.
5. Interview at the Ohio Theatre Alliance Auditions on January 24th or at BGSU Campus on February 7<sup>th</sup>, 2009. Provide a cover letter in application for a specific position on the staff at the Huron Playhouse.

**Mail Completed Applications to:**

The Huron Playhouse

Attention: Jann Graham Glann, 209 Center Street, Huron, OH 44839.

Dr. Glann's office phone is (419) 433-5560 ext. 0662 or (419) 433-3503 (home).

**Completed Application Deadline: February 18<sup>th</sup>, 2009.**

First Name: \_\_\_\_\_ MI \_\_\_\_\_ Last Name: \_\_\_\_\_

**ANSWER ALL QUESTIONS:**

1. Briefly state your goals in theatre.

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2. To what extent do you intend to follow theatre as your vocation?

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3. At this point in your development, what would you hope to accomplish by coming to the Huron Playhouse?

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## **Experience**

1. List the roles you have played OR enclose a resume:

Production	Role	Theatre
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. List the technical experience you have had:

Production	Crew or Position	Theatre

3. Indicate your voice classification (soprano, mezzo, alto, tenor, baritone, bass):

\_\_\_\_\_

Do you currently study private voice: (circle appropriate answer) Yes No

Private voice teacher's name:

\_\_\_\_\_

Have you sung in a choral ensemble: (circle appropriate answer) Yes No

What type of ensemble?

\_\_\_\_\_

How long were you in the ensemble?

\_\_\_\_\_

Can you do solo work: Yes No

Indicate solo experience:

\_\_\_\_\_

\_\_\_\_\_

4. Please indicate your dancing ability and training.

Type Dancing	Solo Ability	Ensemble Ability	Years of Training
Tap:			

Ballet:

\_\_\_\_\_

Modern:

\_\_\_\_\_



# Work Interest Sheet

All company members are rotated through specific work assignments in addition to rehearsing and assisting in the technical areas. Some company members are assigned specific duties on a continuing basis, sometimes with an additional stipend. Please indicate by 1, 2,3 the positions in which you could most help the Playhouse operation because of previous experience. Also indicate by A, B, C, areas of particular interest – with little or no experience – which have special appeal for you. Please attach a separate sheet to list pertinent training or experience in these areas.

*The senior staff carefully reviews the interest/experience sheets and makes its decisions on information provided by the applicant. However, it is assumed that all company members will accept any assignments.*

**Name:** \_\_\_\_\_

\_\_\_\_\_ **Office/Box Office Assistants:** Perform duties essential to front office operations: typing, preparing weekly mailings, distributing posters, selling tickets, preparing news releases. Must be capable of handling money and ticket orders and be adept in public relations. Assigned as Office and/or Box Office Assistant. Computer knowledge and efficiency helpful.

\_\_\_\_\_ **Shop Assistants:** Must be familiar with basic scene shop techniques and interested in technical work. Provide special assistance in the shop and help technical director install sets prior to dress rehearsals. Duties also include equipment and building maintenance assistance. Work hours arranged.

\_\_\_\_\_ **Lighting Assistants:** Must be familiar with basic instruments and standard stage lighting techniques. Keeps equipment and supplies in proper order in temporary storage area. Assists light crew for each show install and focus instruments. Work hours arranged.

\_\_\_\_\_ **Sound Assistants:** Work with Sound Designer and Technical Director. Knowledge of mixing and other sound equipment preferred.

\_\_\_\_\_ **Display Artist/Display Artist Assistant:** Responsible for or assists with general and weekly lobby displays. Must be creative and capable of using photos, paper cutouts, lettering, drawings, and ingenious methods to develop attractive displays. Work hours arranged. May work under supervision of Staff Display Artist.

\_\_\_\_\_ **Kitchen Chef Assistants:** Assists the Company Cook/Nutrition Director in menu planning, food purchasing and organization of kitchen/cafeteria duties for company members. (Company members assist-on a rotation basis – with preparation, serving, and clean up of lunch & dinner.) Work hours arranged. May assume some chef responsibilities.

\_\_\_\_\_ **Utility Worker:** Responsible for supervision of soft drink machines, supervision of building and living unit clean up (company members – on rotation basis- serve as clean – up crew), assisting with parking lot organization, and with other specified duties relating to customer relations and company operations. Work hours arranged.

\_\_\_\_\_ **Properties Assistant:** Works with Props Supervisor for all productions. Organizational and design skills helpful.

\_\_\_\_\_ **Costume Assistant:** Provides special assistance in costume shop and help with renting, borrowing or construction of costumes. May serve as costume crew head for assigned shows. Some costume assistants are hired in that position only and may serve as Costume Shop Foreman; company members may be assigned as part-time costume assistant based on experience/interest. Make-up supervision and upkeep of make up room. ALL assistants work closely with and under the supervision of the Costume Designer/Costumer.

\_\_\_\_\_ **Choreographer's Assistant/Dance Captain:** Helps design and/or teach dance numbers for the musical productions.

## Staff Positions

**Please note:** ALL STIPENDS depend, to some extent, on the amount of experience and number of positions to be filled. *All positions may not be available each year due to continuing staff or other extenuating circumstances.* Sometimes positions can be combined if appropriate and feasible within the confines of a busy season of summer theatre. STIPENDS are negotiable WITHIN BUDGET LIMITS for any given season.

**20 General Company Members** (Stipend \$800 and above). Company members receive experience in all aspects of summer theatre operations. Most will audition for all shows and work on run crews, front of house operations and various production responsibilities. Some non-acting company positions will also be offered. (Must audition at OTA, or BGSU campus, or by videotape.)

**Business Manager/Accounts Manager (or Assistant)** (Stipend depends on experience). Works with Managing Director and Box Office Manager in areas of ticket sales, program advertisement, promotions and newspaper advertisements, publicity, and audience development during the season. Handles and is co-responsible for all Huron Playhouse bills. (Makes sure all incoming bills are recorded and properly sent to the BGSU Dept of Theatre & Film.) Qualifications: accounting and publicity experience. Computer expertise required.

**Box Office Manager** (Stipend depends on experience). Works with Managing Director and Business Manager in areas of ticket sales and audience development during the season. Will be responsible for ticket audits for five productions and overseeing Box Office staff and procedures. Qualifications: Interest and background in theatre management and box office operations.

**Publicity/Promotions Intern** (Stipend maximum of \$1200) Works with Business Manager and assists or oversees in areas of news releases, photo-shoots, poster distribution, and other tasks related to promotion. Computer knowledge essential.

**Dorm Supervisor** (Stipend up to \$500) This person or persons is responsible for the company and staff housed at dormitory living site. Will keep Managing director informed of problems; will cover any emergencies that occur at night.

**Production Stage Manager** (Maximum stipend \$1,200, depending on experience and other staffing) Works closely with Managing Director and Production coordinator; is responsible for organizing and assigning Company, Assistant Stage Managers, and Technical Assistants. Will assist with organizing work schedules and rehearsal schedules for all members. Stage-manages 3 to 5 productions.

**Assistant or Associate Production Stage Manager** (Maximum stipend \$1,000 depending on experience and other staffing). Works closely with Managing Director, Production Coordinator, and Production Stage Manager and is responsible for assisting in the organizing and assigning company and technical assistants. Will function as stage manager one or more productions.

**Properties Supervisor** (Maximum stipend \$1,200/negotiable) Will work with Directors and Designers of all five productions to coordinate purchase and construction of all stage properties. Will be responsible for running and organizing property crews for all performances. Must have valid driver's license.

**Scene Shop Foreman** (Stipend up to \$1200/negotiable) Will work with Technical Director and Designers during building of all five shows. Will be responsible for maintaining shop during entire seven-week season.

**Costumer/Designer** (Stipend negotiable) Designs one to five productions, and supervises construction of costumes and the costume shop.

**Costume Shop Assistant** (Stipend up to \$1000). Will work with the Costume Designer to organize the costume and make-up areas. Will be responsible for assisting with construction and/or alteration of costumes for all productions.

**Lighting Designer** (Stipend up to \$5000). Will work closely with Technical Director and Designers for all five productions. Will oversee all designs and lighting operations for shows including hanging, focusing and working with assistants.

**Lighting Technician/Master Electrician** (Stipend up to \$1500) Assists with lighting for all productions. Work with Lighting Designer and Technical Director during entire season to execute responsibilities.

**Sound Designer and/or Sound Assistant** (Stipend up to \$2000) Supervises sound for all productions. Work with Technical Director during entire season to execute responsibilities. Will operate board, create and record sound cues, and work with wireless body microphone system. Experience in soundboard and wireless body microphones is necessary.

**3 to 5 Scene Shop and/or Lighting Assistants** (Stipend up to \$1000) Will work under Technical Director and Scene Shop Foreman (and/or Lighting Designer/Electrician) to build all sets and assist on all technical aspects of all five productions. May be specific assignment to Scene Shop, Lighting, Sound or Properties.

**Rehearsal Pianist** (Stipend maximum of \$1000 per show) Piano accompaniment for all the rehearsals and performances of the contracted musical production.

**Choreographer or Assistant Choreographer** (Stipend up to \$500 to \$1000 according to assignments.) Designs and teaches dances for the musicals and oversees rehearsals for such. Works closely with directors and musical director.

**Nutrition Director/Executive Chef (or Assistant to Chef)** (Stipend set by managing director.) Responsible for ordering and purchasing all food within set budget, organizing company kitchen crews, planning menus, and preparation of all meals. (Breakfast is self-serve. Lunch and dinner are "prepared meals".) Works closely with business manager and/or managing director. Assistant(s) will work with Nutrition Director to fulfill all above assignments.