

Student Assistant Application

The Musical Theatre of Anthem

APPLICANT FULL NAME: _____

Please list any relevant **leadership** experience (clubs, service trips, school events, class officer, etc.):

Please list any relevant **administrative/management** experience (organizing, running a Garage sale/lemonade stand/Carnival booth, creating documents, managing paperwork, etc.):

Please list any relevant **technical** experience (Student assisting, working backstage, working with microphones, working with sound/light equipment, etc.):

Other relevant experience:

Why are you interested in student assisting next season?

What makes you a good fit for student assisting a production?

Do you have a working computer with google docs, sheets, and drive?

Job Description and Expectations:

- Arrive at least 20 minutes early to each rehearsal or call time
- Sit by door and check kids in as they arrive to ensure rehearsal starts on time
- 5-10 minutes after rehearsal is scheduled to start, let PSM know who has not arrived and is not conflicted
- During rehearsal time, please keep your phones away in your bags unless you are in communication with production staff
- Always be proactive and on your feet with a smile on your face: you are the first person the parents and performers see and you want them to know you are happy to be there
- While the children are learning songs, dances, or blocking please be on your feet and engaged. Sing with them as they learn the songs, learn the dance and perform on the floor to help them. Write down blocking for reference.
- This is not a time to socialize, so please be sure you're always aware and ready to assist when asked.
- Be ready to help with running sound during vocal and choreography rehearsals.
- For performers not in a particular scene, please make sure they are quiet and attentive (not on electronics). Reinforce that they learn while watching others.
- During lunch or snack times, all student assistants need to be in the designated area supervising, helping students open things, helping them use the microwave etc. Be on the lookout for restricted foods (i.e. nuts and peanuts).
- Collect money and put in cash box for food and drink items NOT in the vending machine (meals and drinks that are \$2/each and snacks that are \$1/each but don't fit in the vending machine)
- Always make sure that after food time and before they leave the building that all trash is picked up and the building is presentable. For the last five minutes of lunch, make sure the kids clean up after themselves.
- Be prepared to stay after rehearsal time until all performers have left the building safely (After 10 minutes if a parent has not arrived, please have PSM call the parents)
- Upon leaving the theatre, be sure to turn off all bathroom lights, ensure the PSM turns AC up to 85 degrees, turn all lights off and close all doors.

Initials: _____

Professionalism and Job Requirements:

- Please make sure you speak kindly and positively at all times to all actors, parents and staff members. We do not yell orders, insult, or ignore our actors or their families. Remember this is a business and you will often times be the first face seen by the performers and patrons. We are here to serve the production!
- Please refrain from adding notes, commentary, or criticism to the production when not invited to by the director or production staff. It is not your place to give feedback on acting, vocals, performers, etc. It IS your place to give feedback on backstage behavior, scene changes, prop/set placements, social distancing, and other things directly related to the running of the show.

- Please ensure one student assistant or the PSM is with performers at all times. Cast Members should never be left without supervision.
- You must be proactive. If you feel there is nothing to do, find something or ask a PSM what you can do to help. If the performers are dancing or singing, help however possible. Please be prepared to stand in for missing actors on stage for spacing.
- Dress professionally and in clothes you can move in.
- Take detailed blocking notes.
- Please keep discussions about the show and the inner workings of the production between you and the production staff. We do not spread rumors or share information about actors with other actors or people outside of the production team.
- Please speak positively of the production at all times. Please do not comment negatively on the rehearsals or performances. Remember everyone working on the show cares for what they do and these comments can be hurtful and are not constructive.
- Please note that additional conflicts will not be permitted. Your absence greatly impacts the production and additional absences highly discouraged for this position.**

Initials: _____

Sign the below agreement

Please keep a copy of the above section in your Student Assistant binder/folder for reference

Please be aware that your professionalism, consistency, communication, and overall demeanor are being considered by MTA's hiring team as they determine whether or not you are suited for working professionally with the company in the future. Carefully consider the expectations before applying for this position. By signing below, you agree that you can and will meet the requirements of the position. This contract is made between the person (in agreement with his/her parent or guardian if below the age of 18), the artistic director, the production manager, and the director.

Printed Name: _____ Date _____

Signature: _____

Parent/Guardian Signature (17 or younger): _____