



YOUR NYC THEATRE CAREER COMPANION



Summer PLAY FESTIVAL

FOR FORTY YEARS, THE NEW YORK CITY MAYOR'S OFFICE OF FILM, THEATRE AND BROADCASTING HAS SERVED AS AN INVALUABLE RESOURCE TO THE ENTERTAINMENT INDUSTRY BY FACILITATING PRODUCTION FOR FILM, THEATRE AND TELEVISION PROJECTS. THE AGENCY IS DEDICATED TO LURING ENTERTAINMENT PRODUCTION IN THE CITY AND IN TURN, CREATING AND MAINTAINING JOBS FOR NEW YORKERS IN THE FILM, THEATRE AND BROADCASTING INDUSTRIES.

THE VISION OF THE LIVING ROOM FOR ARTISTS IS TO ENCOURAGE PEOPLE OF ALL AGES TO CREATE, ATTEND AND WORK IN THE THEATRE THROUGH EDUCATION, INSPIRATION AND PROFESSIONAL ASSISTANCE. ITS SIGNATURE PROGRAM, THE SUMMER PLAY FESTIVAL (SPF), TAKES PLACE EVERY JULY IN NEW YORK CITY, AND OFFERS A WIDE RANGE OF INTERN, VOLUNTEER AND OTHER OPPORTUNITIES FOR PEOPLE AT ALL STAGES OF THEIR THEATRE CAREERS.

TO LEARN MORE ABOUT THE LIVING ROOM FOR ARTISTS AND SUMMER PLAY FESTIVAL, VISIT WWW.SPFNYC.COM.

VISIT WWW.NYC.GOV/FILM TO LEARN MORE ABOUT THE HISTORY OF THEATRE IN NEW YORK, CURRENT PRODUCTIONS AND PROMOTIONS, THEATRES AND SEATING PLANS, REHEARSAL SPACES AND WAYS IN WHICH THE MAYOR'S OFFICE OF FILM, THEATRE AND BROADCASTING SUPPORTS OUR CITY'S THEATRE INDUSTRY.

This guide is designed to provide you with a starting point if you are interested in embarking on a theatre career in one of the greatest cities around: New York. Job opportunities are available on-stage, off-stage, and backstage all here in the entertainment capital of the world!

Proud home of the Great White Way, New York City plays host to more than just Broadway shows; over fifteen hundred off-Broadway and off-off Broadway theatre productions are also staged here each year. This thriving theatre community continues to draw a vast and diverse talent pool, creating a competitive yet challenging industry for those seeking a career in performing arts.

Together, the NYC Mayor's Office of Film, Theatre and Broadcasting and the Living Room for Artists / Summer Play Festival have created this guide in an effort to provide those interested in pursuing a career in theatre with the guidance, tips and resources to get started.

Theatre Career Resources

Many opportunities exist in NYC's diverse theatre community. Hundreds of NY-based organizations, varying in size and mission, seek different levels of support from capable and enthusiastic New Yorkers. An on-line search is your best bet whether you're looking for a job, internship or volunteer position. Below please find a sample of valuable on-line resources to help you get started:

THEATRE JOB LISTINGS

Actors Access

www.actorsaccess.com

Actors Equity

www.actorsequity.org

Artsearch

www.tcg.org

Backstage

www.backstage.com

Craigslist

www.craigslist.org

Entertainment Careers

www.entertainmentcareers.net

Playbill Online

www.playbill.com

Variety

www.variety.com

THEATRE INTERN AND VOLUNTEER OPPORTUNITIES

The Atlantic Theatre Company

www.atlantictheatre.com

Irish Repertory Theatre

www.irishrepertorytheatre.com

Manhattan Theatre Club

www.mtc-nyc.org

New Dramatists

www.newdramatists.org

The New Group

www.thenewgroup.org

New York Theatre Workshop

www.nytw.org

Playwrights Horizons

www.playwrightshorizons.org

The Public Theater

www.publictheater.org

The Roundabout Theatre Company

www.roundabouttheatre.org

The Summer Play Festival

www.spfnyc.com

Theatre Intern Group

www.theatreinterngroup.org

The York Theatre

www.yorktheatre.org

UNIVERSITY AND COLLEGE THEATRE PROGRAMS AND COURSES

Barnard College

www.barnard.edu

Brooklyn College

www.brooklyn.edu

Columbia University

www.columbia.edu

Fordham University

www.fordham.edu

Hunter College

www.hunter.cuny.edu

Juilliard

www.juilliard.edu

Marymount Manhattan College

www.marymount.mmm.edu

New York University

www.nyu.edu

New School University

www.newschool.edu

Pace University

www.pace.edu

CLASSES

In addition to University and College continuing / professional education courses, the following offer theatre-related classes:

The Commercial Theatre Institute

(3 day or 14 week)

www.tdf.org/cti

Working in the Theatre Seminars

www.americantheatrerewing.org

Please note that there are hundreds of acting classes available to students in New York City. An internet search should assist in finding the class that is right for you.

UNIONS, GUILDS AND ASSOCIATIONS

You will want to familiarize yourself with the guilds, unions and organizations below which represent professionals working in New York City's theatre industry and can provide you with information about various roles within the theatre community.

Actors Equity

www.actorsequity.org

Alliance of Resident Theatres New York

www.offbroadwayonline.com

AFM Local 802 (Musicians)

www.local802afm.org

The American Society of Composers, Authors and Publishers (ASCAP)

www.ascap.com

American Theatre Wing

www.americantheatrerewing.org

Association of Theatrical Press Agents and Managers

www.atpam.com

Casting Society of America

www.castingsociety.com

The Drama League

www.dramaleague.org

The Dramatists Guild of America

www.dramaguild.com

IATSE Local 1 (Stage Employees)

www.iatselocalone.org

**The League of American Theatres
and Producers**

www.livebroadway.com

League of Professional Theatre Women

www.theatrewomen.org

United Scenic Artists Local 829

www.usa829.org

**Society of Stage Directors and
Choreographers**

www.ssdcc.org

Theatre Communications Group

www.tcg.org

Theatre Development Fund

www.tdf.org

MEDIA RESOURCES

American Theatre

www.tcg.org

Applause Theatre & Cinema Books

www.applausepub.com

Backstage

www.backstage.com

Broadway Online

www.broadway.com

The Drama Bookshop

www.dramabookshop.com

The Entertainment Sourcebook

www.entertainmentsourcebook.com

The Hollywood Reporter

www.hollywoodreporter.com

The New Yorker

www.newyorker.com

The New York Daily News

www.nydailynews.com

New York Magazine

www.newyorkmetro.com

The New York Post

www.nypost.com

**New York Public Library for the
Performing Arts at Lincoln Center**

www.nypl.org/research/lpa

The New York Times

www.nytimes.com

NY Theatre

www.nytheatre.com

Ross Reports

www.rossreports.com

Theatermania

www.theatermania.com

Time Out New York

www.timeoutny.com

Variety

www.variety.com

The Village Voice

www.villagevoice.com

GRANTS AND FUNDING

The organizations listed below offer resources and information about funding available for theatrical productions.

New York Foundation for the Arts

www.nyfa.org

New York State Council on the Arts

www.nysca.org

SOCIAL ASSISTANCE

Actors Fund of America

www.actorsfund.org

Broadway Cares/Equity Fights AIDS

www.bcefa.org

New York State Unemployment Insurance

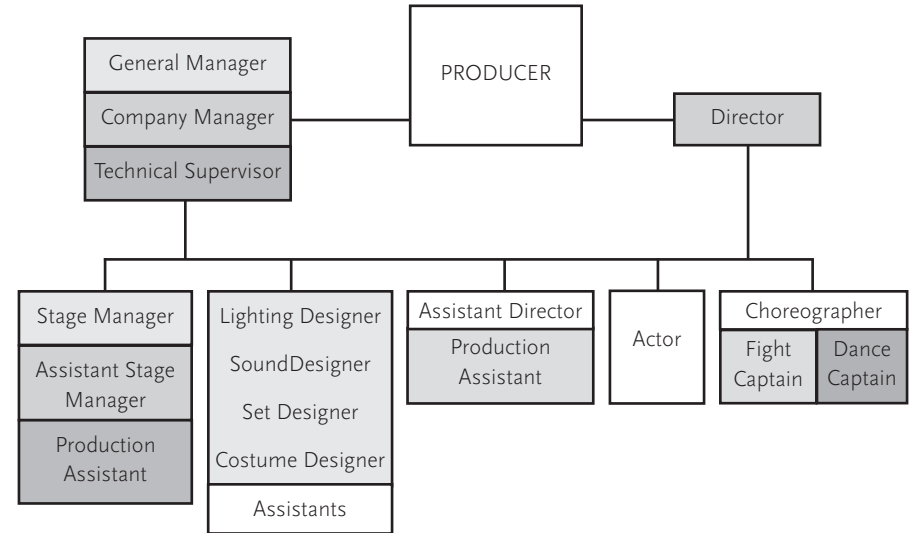
www.labor.state.ny.us

Theatre Development Fund

www.tdf.org

The Anatomy of a Production

The organizational chart below illustrates one way in which a theatrical production can be structured.



Theatre Personnel

ACTOR

Responsible for performing one or more parts in a show, as visualized by the director.

ASSISTANT DIRECTOR

Assists the director with the artistic vision and staging of a production; often provides dramaturgical research, and leads rehearsals in the director's absence.

ASSISTANT STAGE MANAGER

Assists the stage manager in undertaking his or her duties, usually backstage during performances.

BOX OFFICE MANAGER

Manages the box office of a theatre, including staff and ticketing, and provides daily reports on current and advance sales.

CASTING ASSISTANT

Assists the casting director and his/her staff in casting-related duties.

CASTING DIRECTOR

Coordinates the process by which the director and possibly the producer audition actors and assign roles.

CHOREOGRAPHER

Designs and directs dance and complex movement sequences.

CHILD GUARDIAN

Responsible for children employed as actors on a production. Hired by the company.

COMPANY MANAGER

Responsible for managing the cast and crew of a production. Duties include overseeing the box office, payroll, vacation and sick leave, and other administrative matters, and may include travel arrangements on a touring production.

COSTUME DESIGNER

Creates the design of all clothes used in a production.

DANCE CAPTAIN

Leads the dancers in rehearsals and warm ups, and ensures that the choreography is maintained at each performance.

DIRECTOR

Responsible for the overall artistic vision and staging of a production.

DIRECTOR'S ASSISTANT

The administrative or personal assistant to the director.

DRAMATURG

Undertakes research to ensure the historical accuracy and relevance of a play or musical. May also act as a liaison between the playwright and the director.

DRESSER

Assists actors with costume changes during performances. May also assist the wardrobe department in coordinating costume cleaning, alterations and repairs.

FIGHT DIRECTOR / CAPTAIN

Choreographs complex fight sequences in a play or musical to ensure realism without endangering the actors. The fight captain leads warm ups and rehearsals to ensure safety at each performance.

GENERAL MANAGER

Acts as the producer's representative to oversee all administrative functions for a show, including finances, union liaison, and contract negotiation and administration.

HAIR SUPERVISOR

Supervises the department responsible for hair styling and wigs.

HOUSE MANAGER

Responsible for managing both the public areas, and the front-of-house team at a theatre. The team might include the box office, the ushers, the bar or concession staff.

INTERN

An intern works in an organization, often with little or no payment, to gain contacts and work experience within an industry. Internships are usually short-term, temporary positions, assigned to a particular department (for example, "marketing intern," "casting intern").

LIGHTING DESIGNER

Responsible for designing the lighting concept and plot for a production, as well as specifying the required equipment.

LIGHTING OPERATOR / ELECTRICIAN

Responsible for operating all lights during a show, including traditional and automated lighting, spotlights, special lighting effects, and house lights. Works with the lighting designer.

MARKETING ASSISTANT

Assists the marketing director and his/her staff in marketing-related duties.

MARKETING DIRECTOR

Responsible for marketing and promotional initiatives for either a particular show, or a theatre / theatre company.

PRESS REPRESENTATIVE

Represents a show to the media, including the coordination of publicity interviews, press releases, media and press nights, and press photographers.

PRODUCER

Raises the money and coordinates the financial and/or the production aspects of a play or musical.

PRODUCTION ASSISTANT (P.A.)

Responsible for various functions in a show or in a theatre. Often assigned to assist stage management in executing its role. This is often – but not always – considered an entry-level position.

PROPERTIES SUPERVISOR

Supervises the department responsible for props.

SET DESIGNER

Creates the scenic design for a production, including backdrops, set pieces, and possibly the props. Specifies the required equipment.

SOUND DESIGNER

Creates the sound design for a production, including sound playback, sound effects, music and amplification.

SOUND OPERATOR

Responsible for the execution of all sound during a show, including playback of music, special effects, and pre-recorded sound cues. Works with the sound designer.

STAGE MANAGER

Responsible for supervising and maintaining all onstage elements for performances, and for the assembly and maintenance of the prompt book, which contains the playing text and cues. In conjunction with the director, the stage manager is also responsible for the scheduling of rehearsals and call times.

SWING

Member of the cast who understudies multiple chorus or ensemble roles in production.

TECHNICAL SUPERVISOR

Responsible for planning, directing and overseeing all technical requirements for a production, including stage set-up, lighting and sound requirements, safety, and other backstage operations.

UNDERSTUDY

Replaces an actor if he or she is sick, on leave, or unable to perform for any reason. Also known as an alternate or standby.

WARDROBE SUPERVISOR

The supervisor of the department responsible for costumes.





THE CITY OF NEW YORK
MAYOR'S OFFICE
OF FILM, THEATRE
AND BROADCASTING

MICHAEL R BLOOMBERG MAYOR

DIAL 311 OR OUTSIDE NYC DIAL 212 NEW YORK

KATHERINE L OLIVER COMMISSIONER

www.nyc.gov/film