



A Guide for Arts Administration, Stage Management, Directing Friday, November 10, 2017

HOW does it work?

Pre-Registration for Applicants: Applicants will pre-register and apply online in order to submit resume, headshot and materials to program reps ahead of time. Upon arrival, students are to check-in at the registration desk to receive name badge and other materials.

Onsite registration for Applicants: Onsite registration **will** be available, at a cost of \$75. We highly encourage students to pre-register so programs can review materials ahead of time. **Please note:** college reps will be **NOT** able to review your materials ahead of time and interview time slots will be limited, so bring plenty of copies of your resume and materials with you **if you plan to register onsite**.

LiNK Management/Directing/Arts Administration Interviews:

Scheduling: Student will set up at a table where schools will rotate through 10-15 minute (depending on the number of candidates) interview slots. Schools are encouraged to and do make an effort to speak with every candidate in the areas for which they are recruiting.

Before Interviews: There will be an Interview briefing prior to starting. The Student briefing will take place while candidates are setting up their materials (portfolios, etc.). at 1:00 pm, candidates will be asked to leave the room so that the program representatives can come in for their briefing and to sign up for interview slots.

Interviews:

- A. **Getting Started:** Immediately following the briefing, students will have five minutes to enter the interview room and find their first interview table.
- B. **Timing:** Students and representatives will have ten minutes (*subject to change*) to talk one-on-one to discuss career goals, academic programs and professional advancement opportunities.
 - *Students* will be assigned one interview table to sit and conduct their interviews.
 - *School Representatives* will rotate to a new representative on their schedule every 10 minutes. Representatives are encouraged to bring informational materials, business cards and any other items they would like to present or give to the students during the interview.

- C. **Interview Rotation:** There will be transition time between each interview. Once the ten minute interview is done, a bell will sound indicating that time is up. The timekeeper will allow everyone transition time. When it is time for the next interview to begin, another bell will ring to indicate that the new ten minute interview has begun.
- D. **Breaks:** We will do our best to make sure that each rep and student has a break built into their schedule.

Onsite Assistance: There will be event staff onsite to assist participants with anything they may need.

After Interviews: Interviews continue until participants have met with everyone on their schedules. Participants will have the opportunity to reconnect after the ten-minute interviews. The LiNK Soirée will serve as a great opportunity to reconnect with one another.

LiNK Management/Directing/Arts Administration Schedule Subject to change

Thursday, November 9:

5:00 pm – 7:00 pm Mansfield Foyer Check-In/Registration Opens

Friday, November 10:

8:00 am – 6:00 pm Mansfield Foyer Registration Open

Arts Administration & Management Interviews

11:00 pm – 12:00 pm Bogart/Hepburn Student Set-up & Briefing

12:00 pm – 12:30 pm Bogart/Hepburn Rep Briefing and Sign-Up time

12:30 pm – 2:00 pm Bogart/Hepburn Schools meet with candidates for interviews

2:00 pm – 2:15 pm BREAK

2:15 pm – 5:25 pm Bogart/Hepburn Interviews continue

5:30 pm – 7:30 pm Mansfield Ballroom LiNK Soiree - Evening Reception for All

Friday Morning – Actors

Saturday – Design/Tech