

# Production Planning Notes

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# 1 Week 2

## 1.1 Monday 1/22/24

- Types of organizations
  - Commercial
    - \* Broadway
    - \* Touring Companies
    - \* Cruise ships
    - \* Las Vegas
    - \* Exhibit, Themed Environment
    - \* ... Film/TV
  - LORT — Regional
    - \* Leae of Resident Theatres
    - \* Not for profit regional (501(c)(3))
    - \* Religious production
  - Educational
    - \* College Theatres
    - \* High school Theatre
  - Community Theatre
- Different organizations prioritize different genres
  - Theatre
  - Dance
  - Opera
- Unions
  - AEA — Actors Equity Association
  - IATSE — International Alliance of Theatre Stage Employees
  - USA — United Scenic Artists
  - AFM — American Federation of Musicians
  - AVGA — American Guild of Variety Artists

- AGMA — American Guild of Musical Artists
  - SDC — Stage Directors & Choreographers
- Country
- Budget and slashes
- Project specifics
  - size
  - schedule
- Production Phases
  - The most obvious phase of our projects is: do the show
  - typically, opening night doesn't move. Why is that?
    - \* Ticketing, among other things
  - project tracks
    - \* Production Shops
    - \* Rehearsal Hall
    - \* General Management
  - Phases
    - \*

TODO Finish phases notes, use pictures from phone

## 1.2 Resume and Cover Letters

- Pitching yourself on paper
- follow established norms
- do what presents you the best
- Cover Letter
  - Format as a business Letter
  - attachment rules
    - \* Format
    - \* Filename
  - Components
    - \* Address/Inside Address
    - \* Salutation
    - \* Message Body
    - \* Closing
    - \* Signature
- Salutation
  - Find a specific person
  - Avoid “to whom it may concern”
  - omit?
    - \* “in re: Production Position”
- Message Body
  - Four paragraph structure
    - \* what are you applying for and why
    - \* why are you the right person for the job
    - \* something about the company

\* Summary recap. Action Item.

- Closing — use “Sincerely,”
- Signature
  - Contact information
  - Websites
  - possibly credentials
- Resume
  - Entertainment Resume
  - Professional Resume
  - Infographic Resume
- Parts of a Resume
  - Contact information
  - Experience
  - Education
  - References (3 References)
- Contact information
  - Required — Email & cell
  - Option — Websites
  - Think twice — Actual mail
- Experience
  - Production based
    - \* Production
    - \* Position
    - \* Place
    - \* date
    - \* (director)

- Placed based
  - \* Place
  - \* Date
  - \* Position
  - \* Something about the job
- References
  - 3 references from 3 different places
  - Include
    - \* Name & title
    - \* phone
    - \* Email
  - Contact your references before you list them
- Parts of a resume
  - Entertainment Resume
    - \* Contact information
    - \* Experience
    - \* Education
    - \* References
  - Resume (optional)
    - \* Summary/objective statement
    - \* skills
    - \* Awards
    - \* Certifications/licenses
    - \* Organizations/union membership
    - \* Publications/Appearances

- top 10 list
  1. proofread/spellcheck
  2. one side of one page
  3. Reverse Chronological order
  4. Nothing smaller than 8pt type/no bigger than 10pt
  5. Don't include things you don't want to discuss
  6. three references
  7. avoid large blocks of text
  8. consider the context
  9. avoid repetitive lists
  10. proofread/spellcheck again