



# Outside Work Policy

UT Department of Theatre • 206 McClung Tower • Knoxville, TN 37996

The Theatre Department faculty have compiled the following policy with regards to posting and/or distributing outside job, casting, and/or crewing notices—hereafter referred to as “outside solicitations”.

## GUIDING PRINCIPLES

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- The Theatre Department is not a casting/crewing office.
- Casting, crew, and other job notices distributed to students or posted on Department callboards by their nature appear to have been sanctioned/approved by the Department.
- If a student is put in a compromising situation at an audition, the Dept. may be held accountable.

## TO POST OR NOT TO POST...

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The wisest, safest, and least work-loaded solution to handling outside solicitations from an unknown source is to simply file them in the recycling bin. Faculty and/or staff approached by a trustworthy (well known to you) organization may pass on the information to students as you deem fit or may submit the information for posting on the Department’s Callboards.

Notices that are to be posted should be submitted to the Production Stage Manager for review and signature. Any notice not signed by the PSM is subject to immediate removal. All materials will be reviewed for the following information:

1. A clear statement about who is producing and/or casting the project—including contact information.
2. Union Affiliations
3. Dates and times for the rehearsal period (approximations acceptable)
4. Dates and times for all performances
5. Description of the project including location (a.k.a. local, out-of-town, touring)
6. Information on available roles/positions
7. Information about compensation (volunteer, pay, etc.)

If the above information is included in the provided materials, the information will be posted on the appropriate Department callboards.

## STUDENT EXPECTATIONS

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Students pursuing outside work should be aware that outside work will not be accepted as an excuse for dereliction in terms of any class or production work. In other words, students cannot miss rehearsals, performances, classes, etc. and must keep up with any homework, tests, scene work, etc. while in pursuit of outside work.

Students wishing to pursue outside opportunities should consult with their advisor. If an opportunity may conflict with any class or production work, students are required to check in with any professors and/or production supervisors prior to accepting the work.

When pursuing outside work, actors are advised to register with a licensed agent, thereby assuring the actor of contact with a legitimate producer. A list of agencies in the Knoxville area can be found on the Internet; however, before registering with an agent, students should research each agency for its standing in the business community.