

## Educational Theatre Programs Northern California Performer/Educator Audition Packet

This packet contains essential information that will guide you in your audition process. Please print this entire packet and follow all instructions in order to ensure you have all of the necessary information.

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### For Your Use

**Audition Date:** \_\_\_\_\_

**Audition Time:** \_\_\_\_\_

### Contact Us

Educational Theatre Programs  
1438 Webster St., Suite 205  
Oakland, CA 94612  
Website: [www.kp.org/etp/ncal](http://www.kp.org/etp/ncal)  
Auditions Email: [etpauditions@kp.org](mailto:etpauditions@kp.org)  
Main Office: 877-353-2223  
Audition Hotline: 510-302-4189

## Opening for Performer / Educator

Kaiser Permanente's Educational Theatre Programs (ETP), [kp.org/etp/ncal](http://kp.org/etp/ncal), provides health education to students in grades K-12 through award-winning live theatre programs.

**DEPARTMENT:** Educational Theatre Programs

**SCHEDULE:** Full-time Regular, 40 hours per week. This is a salaried, term position with special benefits.

**QUALIFICATIONS:**

Desire to work full-time, term acting position with community services health education theatre programs. Ability to learn and perform a variety of roles; ability and willingness to participate in ensemble process. Positive team-player with strong communication skills. Background and training in theatre performances essential. Ability and desire to play characters between 12 and 18 years old for "Peer Education" component of the program. Demonstrated commitment to working with ages 5-18 years old. Willingness to be excellent role model for making healthy choices. Photo and resume are required. Must be able to work in a Labor/Management Partnership environment.

**EDUCATION/LICENSE/CERTIFICATION:** High school, acting training. Bachelor's degree in related field preferred. Valid California Driver's License required.

**PREFERRED QUALIFICATIONS:**

Health education training and experience. Touring theatre experience. Bilingual Spanish, Cantonese, or Tagalog preferred.

**DUTIES:**

Responsible for exercising discretion and independent judgment while touring in accordance with position duties and Kaiser Permanente policies. Perform all aspects of position, which includes, but is not limited to, preparation, rehearsal, and performance for acting roles assigned. Most acting roles require singing and dancing. Apply creative, original, and intellectual skills in developing and performing various roles and scripts.

Participate in health education and peer counseling training. Serve as a peer educator and role model for students at all times. Contribute to post-performance question-and-answer sessions and educational workshops during training and at schools to ensure communication of important health information. Represent ETP to the community and media. Appear at community and company events.

Work with and perform for audiences of different ages, different socioeconomic backgrounds and social climates, in a manner that captures audiences' attention and interest and most effectively communicates health education messages. Assist with evaluation of program effectiveness by gauging level of audience responsiveness and providing feedback.

Approximately 8-10 weeks of out-of-town travel required. Drive company vehicles, set up and strike set, production-related administrative work. Job requires the ability to lift 30 pounds on a daily basis.

Consistently support compliance and the Principles of Responsibility (Kaiser Permanente's Code of Conduct) by maintaining the privacy and confidentiality of information, protecting the assets of the organization, acting with ethics and integrity, reporting non-compliance, and adhering to applicable federal, state and local laws and regulations, accreditation and licenser requirements (if applicable), and Kaiser Permanente's policies and procedures.

**Benefits for Performer/Educators:**

- Medical insurance
- Vision insurance
- Dental insurance (after six months of employment)
- Paid time off
- Eligibility for tuition reimbursement
- Employee Assistance Program
- Eligibility to participate in a 401(k) program
- Discounts on a variety of entertainment venues and events, travel, gifts, products, and services

Full-time position available. Salary DOE. Kaiser Permanente is proud to be an equal opportunity/affirmative action employer.

## Application/Audition Checklist

- 1. Read** the following documents to make sure this job is the right fit for you (all are in this packet):
  - Performer/Educator Job Description**
  - ETP Hiring Timeline**
  - FAQ**
  
- 2. Go to <http://xnet.kp.org/etp/ncal/jobs.html>** and submit your application to Educational Theater Programs  
***\*there are two separate applications for this job – one to ETP and one to KP(see step 6)***
  
- 3. Receive** an ***“Invitation to Audition”*** email from ETP’s Auditions Coordinator (Jamie Koottarappallil)
  
- 4. Respond** to the ***“Invitation to Audition”*** email with your preferred audition date
  
- 5. Email [etpauditions@kp.org](mailto:etpauditions@kp.org)** your name and preferred seminar date if you would like to attend an Audition Seminar
  
- 6. Go to [www.kaiserpermanentejobs.org](http://www.kaiserpermanentejobs.org)** and submit your application to Kaiser Permanente  
***\*there are two separate applications for this job – one to ETP (see step 2) and one to KP***
  
- 7. Receive** an ***“Audition Appointment Confirmation”*** email from ETP’s Auditions Coordinator (Jamie Koottarappallil)
  
- 8. Prepare** a one-minute monologue that is
  - Youthful
  - Contemporary
  - Appropriate for student audiences aged 5-18
  
- 9. Arrive** for your audition at least 15 minutes before you start time; plan to stay for about 30 minutes

## **Educational Theatre Programs Performer/Educator Position Application Timeline**

The application process for the performer/educator position at Kaiser Permanente's Educational Theatre Programs has several phases. Below is an approximate timeline that outlines the entire process for interested candidates.

### **January 2, 2012—March 25, 2012: Application Period**

Applicants must apply online at <http://xnet.kp.org/etp/ncal/jobs.html> by completing the online form and submitting headshot and resumes.

### **April 10-11, 2012: General Auditions – by appointment only**

Audition candidates must also complete an official Kaiser Permanente job application at <http://kaiserpermanentejobs.org>

### **April 15-16, 2012: Callbacks – for invited candidates**

Attendance is mandatory at one of the above all-day callback dates in order to be considered to move to the next phase of the hiring process.

### **April 17 – 19, 23- 24, and 30, 2012: Interviews – for invited candidates**

### **May 2-4, 2012: Tentative job offers begin**

All candidates who have been offered the position will be asked to join one of the ETP troupes for an observation day to allow the candidate to assess if the job is a good fit before accepting the offer.

### **Summer 2012: Health screenings**

All new Kaiser Permanente employees must complete a health screening, including a TB test and drug screening before starting work.

### **Late July/Early August 2012: New employees begin work**

*For more information, please email [etpauditions@kp.org](mailto:etpauditions@kp.org). Recorded information is available on our audition hotline at 510-302-4189.*

## Frequently Asked Questions (FAQ's) ...about the hiring process

### **1. What are the basic requirements to be considered for the Performer/Educator job?**

In order to be considered for the Performer/Educator position, you must be at least 18 years of age and be able to play roles ages 8-18. You must also have a valid CA driver's license (or be able to obtain one prior to starting work). Theatre performance experience is preferred; peer and Health Education experience is a plus.

### **2. When are auditions for the 2012—2013 season?**

Auditions are scheduled for April 10-11, 2012. The job begins in early August 2012 and continues through June 2013.

### **3. What should I prepare for the audition?**

All auditioners will be asked to perform a 1-minute monologue from a contemporary and youthful piece. Please keep monologues strictly to one minute; time will be called at one minute exactly.

### **4. When and where are callbacks?**

There are two days of callbacks: Sunday, April 15; and Monday, April 16. Callbacks last all day, approximately 8:00am to 4:00pm each day. *If you are called back you must attend one of these days, and be able to attend the entire day, in order to be considered for an interview.* Auditions and callbacks are held at 1438 Webster St., First Floor, Oakland, CA 94612.

### **5. How will I know if I'm called back?**

On Thursday, April 12, we will post the callback list on our website. Log on to: [kp.org/etp/ncal](http://kp.org/etp/ncal) and click on "Jobs & Auditions." We will also record the callback announcement on our **Audition Hotline**, 510-302-4189. All auditioners will receive a callback information sheet containing additional information on the day of their audition, upon checkout.

### **6. What can I expect at callbacks?**

At the callbacks please be prepared for cold scene readings. Please prepare approximately 16 bars (15-20 seconds) of a song (*a cappella*). You may be asked to sing or rap pieces from our shows (more details will be available at the Audition Seminar and your audition). You will also learn a choreographed dance, and participate in team-building and health education exercises. Please wear clothing you can move in (no bare feet for dancing please). There could be 2 "cuts" during the callback, or you could be asked to stay all day, approximately 8:00am to 4:00pm. Even if you are "cut" you might still be considered for an interview, and could be hired.

### **7. What about additional jobs, theatrical productions and continuing education outside of Educational Theatre Programs?**

The schedule of a performer/educator is physically and emotionally demanding, and when starting out, it can take several months to adjust. Additional jobs, theatrical productions and continuing education outside of Educational Theatre Programs can potentially impact the quality of the shows and pose workplace safety issues if people are fatigued or distracted. Consequently, these additional outside activities are discouraged in the first year and strongly discouraged in the first three months of employment.

## Directions to Educational Theatre Programs

1438 Webster Street, Suite 205  
Oakland, CA 94612  
(877) 353-2223 office phone

### By BART:

Exit at the 12th Street/City Center Downtown Oakland BART station.  
(12<sup>th</sup> St./City Center Station is a transfer station, so it is accessible from many BART lines. Check [www.bart.gov](http://www.bart.gov) for schedules and maps.)  
Walk up 14th St. toward Franklin – 2 blocks to Webster  
Left on Webster St.  
1438 Webster St. will be on your right; dial Suite 205 (Kaiser Permanente ETP) at door to be let in.

### By Car:

#### From 80 East (San Francisco):

Take Bay Bridge to the East Bay  
Continue on **580 East**; then take **980 West** toward Downtown Oakland  
Take the 14<sup>th</sup>/18<sup>th</sup> St. exit and merge onto Brush St.  
Left on 17<sup>th</sup> St.  
Right on Webster St.  
1438 Webster St. will be on your left; dial Suite 205 (Kaiser Permanente ETP) at door to be let in.

#### From 80 West (North Bay, East Bay, Sacramento):

At Emeryville, follow **I-580 E**, then take 980 West toward Downtown Oakland  
Take the 14<sup>th</sup>/18<sup>th</sup> St. exit and merge onto Brush St.  
Left on 17<sup>th</sup> St.  
Right on Webster St.  
1438 Webster St. will be on your left; dial Suite 205 (Kaiser Permanente ETP) at door to be let in.

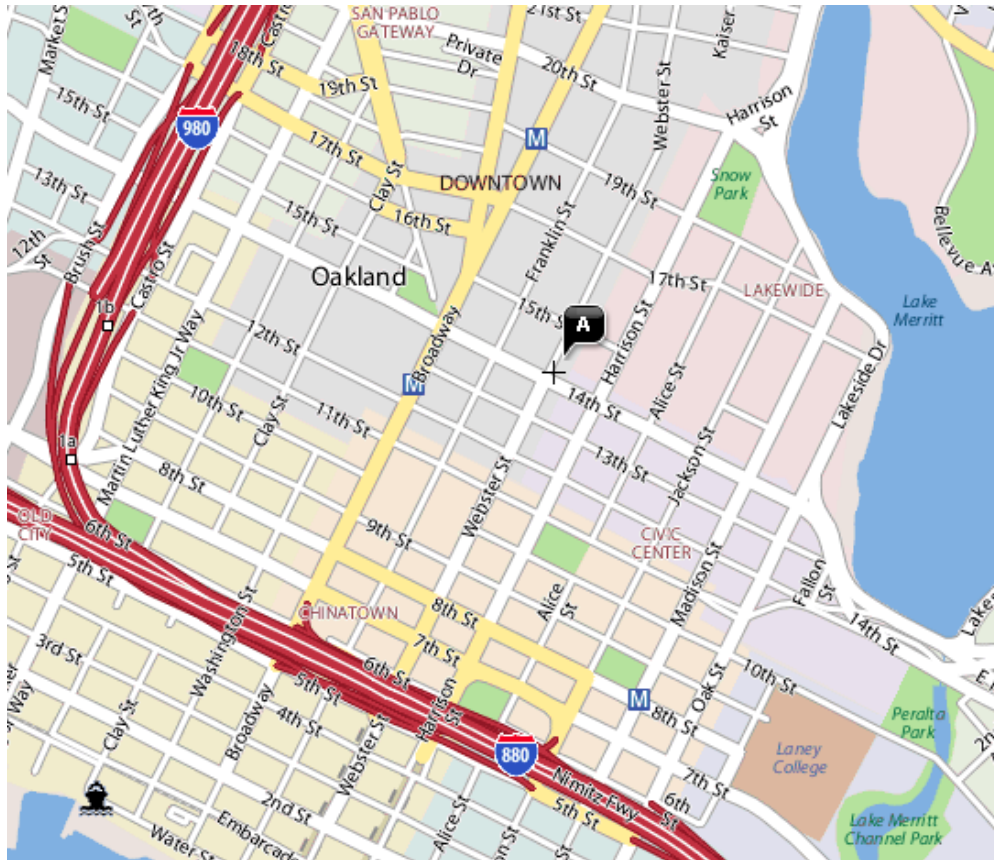
#### From Highway 24 West (Concord/Walnut Creek):

Take **CA-24 W** toward Oakland/Lafayette  
Continue on **I-980 W**  
Take the 14<sup>th</sup>/18<sup>th</sup> St. exit and merge onto Brush St.  
Left on 17<sup>th</sup> St.  
Right on Webster St.  
1438 Webster St. will be on your left; dial Suite 205 (Kaiser Permanente ETP) at door to be let in.

#### From 880 North (South Bay):

Take 880 North; Exit at Oak St. (toward Lakeside Drive).  
Right on Oak St.  
Left on 14<sup>th</sup> St.  
Right on Harrison St.  
Left on 15<sup>th</sup> St.  
Left on Webster St.  
1438 Webster St. will be on your left; dial Suite 205 (Kaiser Permanente ETP) at door to be let in.

**Map & Parking Information**  
**1438 Webster Street; Oakland, CA 94612**



***Note: Webster is a one way street.***

**Parking near Educational Theatre Programs**

Prices range from \$7-10 for a full day

- **Harrison Street, between 14<sup>th</sup> and 15<sup>th</sup> Streets:** Several parking lots are located in this area. Some take credit cards and cash--best to have cash ready.
- **Webster Street, between 14<sup>th</sup> and 13<sup>th</sup> Streets:** Downtown Merchants Lot; covered and attended; charged hourly; cash only.
- **Street Parking:** \$2.00 per hour at meters; debit/credit cards or cash, 2 hour maximum.

## Tips for a Successful Audition

### Before Your Audition

- Choose a contemporary monologue that conveys youthful energy. No Shakespeare, please!
- Make sure your monologue is from a play; read the play and be familiar with it.
- Do not perform monologues that contain profanity.
- **Avoid monologues from “Brighton Beach Memoirs” and “You’re A Good Man Charlie Brown.”**
- Memorize your piece; rehearse thoroughly to ensure it is no longer than one minute.
- Make sure that you have turned in all necessary paperwork.

### The Day of Your Audition

- Arrive on time. Better yet, arrive early! Fifteen minutes prior to your audition slot is recommended.
- Plan your travel route. If driving, plan where you will park. ETP does not have a dedicated parking lot--street parking or paid lots are the best options. (See **Map and Parking Information.**)
- Bring all necessary materials (employment application, copies of headshot or resume, if they have been requested).
- Dress comfortably and professionally: business casual is a good guideline for dress. No bare midribs, ripped jeans, or short skirts, please.

### In the Studio

- Introduce yourself and the monologue you are performing; thank the panel of directors before you leave the stage.
- Project your voice and articulate.
- Make strong acting choices and use your whole body, not just your face, to convey your objectives.
- Be open to possible feedback and/or coaching suggestions from the audition panel.
- Relax and breathe! Enjoy yourself onstage.

### After Your Audition

- Check our website ([www.kp.org/etp/ncal](http://www.kp.org/etp/ncal) - click on “Jobs & Auditions”) or call our Audition Hotline **510-302-4189** anytime after 12pm on Thursday, April 12 to find out if you have been called back.
- Our casting needs differ from year to year—many of our current company members auditioned more than once before being cast. We hold auditions every spring; if you are not called back, please consider auditioning again in the future.

# Get a head start on your audition

## Attend an ETP Audition Seminar



Northern California's  
**Educational Theatre Programs**  
invites you to attend an

### Audition Seminar

Saturday, March 24: 10:00am-12:00pm  
or  
Monday, March 26: 6:00pm-8:00pm



#### What is it?

- A presentation about our company and our performer/educator job opportunities
- A chance to ask questions about the job and get useful audition tips
- Tour our Rehearsal Space and Headquarters
- Talk with some of our directors about your audition piece

#### Where is it?

Educational Theatre Programs  
1438 Webster St., First Floor  
Oakland, CA 94609

#### How do I register?

Please email [etpauditions@kp.org](mailto:etpauditions@kp.org) with your name, phone number, email, and the date of the session you would like to attend. We'll reply with additional details. ***You don't need to be signed up for an audition to attend a seminar!***