



Technical Theatre Resume Guide

The format and content of a **Technical Theatre Resume** differs from the conventional norms of resumes in other industries.

Employers are not only looking for information on the places you have worked, but also the individual shows that you have worked on, and the positions held on each. Unless the position or show was particularly unique, it is not expected or necessary to provide a description of the work performed in each position.

If you are pursuing jobs in multiple technical theatre specialties, you will likely need a resume which is tailored to each one.

INCLUDE THE FOLLOWING:

- **Your Name**
 - Be consistent! Are you Mike or Michael? It should be the same on your resume, application print-out, and in all correspondence.
- **Your direct contact phone number**
- **Your email address**
 - It is strongly recommended that you consider creating a free personal email account (gmail, yahoo, etc.) instead of using your maine.edu account. This will ensure that you are reachable by companies even after graduation.
- **Link to your portfolio website** (if you have one)
- **Professional and Academic Credits**
- **Special Skills**
- **Education**
- **References**

[Click Here to Access a Google Doc Resume Template](#)

FORMATTING

A resume is a personal document which is often your first impression on potential employers. It is permissible to make small customizations to the format, especially in the document header, to indicate your personality or to set your resume apart from others. But, generally, following these guidelines will help ensure that your resume conveys that you are a professional with knowledge of industry standards and practices.

- 8 ½" x 11" paper
- Black ink on white paper only
 - This is most legible and easiest for printing
- Choose a simple, legible font style
 - Ex. Times New Roman, Helvetica, Gil Sans, or Arial.
- Do not use a font size smaller than 11
- Format your resume to fit on a single page
- Proofread your resume!
 - Demonstrate that you are detail-oriented and an effective communicator by ensuring your resume is accurate and error-free.
- Save and Submit in PDF format

CONTENT DETAILS

Professional and Academic Credits:

- Credits are typically broken up into categories, such as:
 - Professional Experience (*internships or paid roles*)
 - Academic Experience in Primary Role
 - Depending on your area of focus, this could be titled as "Academic Stage Management", "Academic Scenic Design", "Academic Costume Experience", or whatever best describes your area of specialty. Your advisor can help you with this.
 - Other Academic Experience
 - List other college-level theatre experience that is not in area of specialty
 - Avoid listing high school experiences

- Credits should be listed in columns beneath each category heading (below). See the Google Doc template for a clearer example of what this looks like in practice.

Position	<i>Show</i>	Theatre/Company	Supervisor/Contact
----------	-------------	-----------------	--------------------

- You do not need to include the dates when you worked on each show.
- Depending on your position, the person you list in the Supervisor/Contact column may differ. If you are a stage manager, it could make sense to list the Director, but it could also make sense to list the Production Manager. Choose a person who had a supervisory position, you worked closely with, and who will speak highly of you if called for a reference.
- Arrange your resume so that the positions that are most relevant to the job you're applying for are at the top. Fill in the remainder of available space with other theatre positions and experiences in order of relevance. For example, if you are applying for a position as an Electrician, you might list experiences on an electrics crew first, followed by lighting design experience, then other technical positions, and lastly any acting roles.
- Be careful with your use of abbreviations. PTC may obviously refer to "Penobscot Theatre Company" within the Bangor area, but in other parts of the country it may mean "Pacific Theatre Company" or similar. Make sure that you provide enough information to uniquely identify the company you are referring to. Other abbreviations may be common enough to be universal, such as NYC.

Education:

- You should list the University of Maine, as well as any other college programs you may have attended, but do not list your high school.
- If you have not graduated, list an "anticipated" date for graduation. Do not list GPA.
- If you have a relevant minor, you may list it as well, but this is optional.
- Other academic accolades-- such as being an Honors student, club officer, or part of a student committee-- are typically not listed. But, you can choose to include them if you feel it is particularly relevant to communicating your fit for a position.

Special Skills:

- Include any skills you may have that might be useful in a technical theatre position, even if they are not directly related to the position you are applying for. For example, if you are applying for a job as a scenic carpenter, you should still list sewing skills, electrics skills, management skills, etc.

- Be sure to mention your computer software skills, even if it seems like something you would expect everyone to know how to use. Some people are more adept with the Microsoft Suite and others are more accustomed to the Google Suite. In a competitive applicant pool, noting your expertise with the software suite that the employer uses most frequently could be the extra edge you need. You can also note drafting softwares you have experience with (AutoCAD, Vectorworks, etc.), lighting consoles, film and photo editing softwares, and other theatre-specific software such as Lightwright and QLab.
- Some other general skills that may be worth mentioning include a driver's license, first-aid/CPR/AED training (or certification), ability to drive a large truck or forklift, ability to read music, and specialty fabrication skills (casting/molding, welding, electronics, etc.)

References:

- Choose three references and list their name, title, company, and professional email address.
- Be sure to ask permission before listing someone as a reference.
- Choose references whose connection to you can be seen in the credits on your resume. For example, an advisor from your university, or a supervisor from a recent internship.
- References should be people who know you well and are excited about your work and your potential. Your academic advisor can help you choose the best references to list.