



CAMBRIDGE UNIVERSITY AMATEUR DRAMATIC CLUB

**APPLICATION TO PRODUCE
IN THE LENT TERM 2009
(In the ADC Theatre or Elsewhere in Cambridge)**

Applications to be received by 6pm on Friday 31st October 2008

Please read the application instructions carefully

General information:

The Amateur Dramatic Club is the resident company at the ADC Theatre. We usually present between two and six ClubShows there each term, as well as 'Elsewhere' shows at other venues around Cambridge. Being selected as a ClubShow means more than just being given funding. It means that your production will be supported at every step of the journey by the Club Committee, who can offer advice and hands-on help with all aspects of production.

There are a relatively limited number of performance weeks available in the ADC Theatre, and, though we strongly encourage competition for slots available, we warmly welcome applications to stage ClubShows at other venues in Cambridge. Further information about potential Elsewhere venues can be found on the Club website, www.cuadc.org.

The Club encourages any student in Cambridge to apply to produce a ClubShow, regardless of previous experience or involvement. Even if you are unsuccessful in applying to the Club, you should still be able to produce somewhere. There are many other drama societies who fund shows around Cambridge and you should not feel discouraged from applying to any of them to produce other shows. You can find more information about Producing in the "Guide to Producing" on the club website, www.cuadc.org.

Please bear in mind that show applications are often made by a director and a producer, although applications made without a producer are not at a disadvantage. **Shows are chosen on their artistic merit and if all of the shows selected have Producers attached to applications, then there may not be opportunity to appoint a producer applying alone.** Producers may apply as part of a show application in addition to applying alone.

Making an application:

To make an application to produce, you need to first submit a short written proposal that explains your desire to produce and makes the case for your application being selected above others.

Your proposal needs to briefly and concisely (1 or 2 typed pages) outline some of your ideas about why and how you'll approach the Producer role.

Specific areas you could discuss in your application might include:

- What do consider the most important roles of the Producer?
- What ideas do you have for publicising a show?
- How would you work with the Director?
- How would you manage a budget?
- How will you go about managing production resources?
- What in your previous experience will help you approach this project as proposed?

You will need to submit (1) a completed coversheet, with (2) your written proposal to the pigeon hole marked "Amateur Dramatic Club President" in the ClubRoom at the ADC Theatre, by **6pm on Friday 31st October 2008.**

Please put it all together in an envelope, and do not staple any sheets together (applications need to be photocopied). Coversheets can be found at the back of the application form. Late applications cannot usually be accepted.

After your written proposal is submitted, **you will be invited to a brief interview on Friday 7th, Saturday 8th or Sunday 9th November 2008.** You will be interviewed by five members of the ADC Committee, all of whom will have read and discussed your written proposals.

The interview is an opportunity for us to discuss your application and for you to ask any questions you may have. You will have opportunity to explain in person why you want to Produce a ClubShow, and to explain your ideas in more detail. The selection panel will also have questions arising from their discussions of your written application – they may ask you to develop some of your ideas further, or may ask specific questions about aspects of your production which you did not cover in your written proposals. **The interview is intended to be a friendly and interesting discussion of your proposals.**

After all the interviews, the Selection Panel will discuss all the applications and interviews and decide on a programme for the Amateur Dramatic Club for Lent Term 2009. **All programming decisions should have been made by Monday 17th November.** Successful and unsuccessful applicants will be informed of our decisions as soon as possible after they are made.

We try to make the applications process as transparent as possible. Although we do not automatically provide feedback (simply because some applicants do not like receiving it), **we are always ready and more than happy to provide feedback on request**, after programming decisions have been made. Similarly, all applicants will be asked to provide feedback on the ADC's applications process so we can continue to improve.

For further advice or information:

The ADC Committee will be available for advice about applications (or indeed about anything!) at **ClubNight on Wednesdays during full term, from 9pm until 11pm in the ADC Theatre bar**. Discount drinks for members!

Alternatively, please do not hesitate to contact Joe Shaw (Producer/SM Rep) on producer-sm@cuadc.org or Tim Checkley (President) on president@cuadc.org with any questions about any aspect of the application process.

We look forward to receiving your application!



**Application to produce
in the Lent Term 2009**

COVERSHEET

Your details	Producer(s)	
	Name	Email
	College	Telephone
<p>Please list times you will NOT be available for interview on <u>Friday 7th, Saturday 8th or Sunday 9th November 2008:</u></p>		

Applications to be submitted by 6pm on Friday 31st October 2008. Please ensure you include your written application with this coversheet.