

*Seattle Rep is committed to producing the highest quality programming and we believe that our ability to contribute to excellence in the arts depends on building a community whose members come from diverse cultures, backgrounds, and life experiences.*

*We are part of a growing movement in theater to ensure inclusion of those who have been excluded historically; focusing particularly on racial and ethnic groups, LGBTQ+ people, people with disabilities and women, ensuring they are at the decision making table, reflected in our programming, and represented on our staff.*

**Position Title:** Casting Associate  
**Department:** Artistic  
**Supervisor:** Director of Casting and New Play Development  
**Classification:** Part Time, Hourly/Non-exempt  
**Pay Rate:** \$16.00-18.00/hr.

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### **Seattle Rep Mission**

Seattle Rep collaborates with extraordinary artists to create productions and programs that reflect and elevate the diverse culture, perspectives, and life experiences of our region.

### **Seattle Rep Vision**

Theater at the heart of public life

### **Seattle Rep Values**

Artistic Vitality, Sustainability, Generous and Inclusive Practices

### **Position Purpose**

The artistic department at Seattle Rep seeks a proactive self-starter to assist in the casting of mainstage productions, workshops, and readings. This part-time position will work closely with the Director of Casting and New Play Development to fill all open roles and coordinate communication between artists and Seattle Rep staff. This position will work approximately 20 hours per week with occasional night-time and weekend responsibilities.

### **ESSENTIAL FUNCTIONS**

#### **Coordinate auditions for mainstage productions:**

- Schedule actor appointments
- Prepare and distribute audition materials
- Reserve space and coordinate communication with the artistic team and additional personnel

#### **Assist the Casting Director during auditions:**

- Set up the space
- Prepare necessary paperwork
- Tape and distribute auditions for artists who aren't in the room, when necessary
- Coordinate follow-up communication with actors

#### **Coordinate casting for The Other Season**

- Participate in brainstorm sessions
- Compile research on talent including resume, references, and video
- Communicate offers and casting information to other departments, as needed

**Daily Departmental operations**

- Communicate with actors regarding casting inquiries, show invitations, hiring status, etc.
- Attend showcases, EPA's, and unified auditions when the Casting Director is unavailable
- Attend departmental meetings
- Update casting database and systems
- Coordinate responsibilities with the Directing/Casting Intern

**Support department and company-wide efforts**

- Add constructively to the collaborative and collegial health of the organization
- Add actively and constructively to the EDI (equity, diversity & inclusion) work of the organization, including attend all-company trainings
- Engage with and strive to embody Seattle Rep's mission, vision, and values in all aspects of work

**REQUIRED QUALIFICATIONS**

- Minimum of 1 year of experience in an artistic office (experience may include internships)
- Interest in casting as a long-term career goal
- Outstanding organizational skills, attention to detail, and the ability to juggle multiple projects concurrently
- A basic understanding of the Seattle theatre community and local talent pool
- Flexible schedule with the ability to work occasional nights and weekends
- Interpersonal and emotional intelligence, ability to communicate with sensitivity and tact
- Respect for the privacy of artists and discretion around hiring
- Proactive mindset who can work both collaboratively and without supervision
- Positivity, diplomacy, and a sense of humor

To apply, please send cover letter, resume and list of 3 professional references to:

**Email:** [humanresources@seattlerep.org](mailto:humanresources@seattlerep.org)

**Write** in the email subject line: "**Casting Associate**"

You may also mail application materials to:

Seattle Rep  
Attention: Human Resources  
155 Mercer Street  
Post Office Box 900923  
Seattle, WA 98109

**Position Posted: June 6, 2019**

**Application Deadline: open until filled**

**Start Date: as soon after as practical**