



CAMBRIDGE UNIVERSITY AMATEUR DRAMATIC CLUB

**APPLICATION TO PRODUCE  
IN THE MICHAELMAS TERM 2009  
(Freelance producer not applying with show)**

**Applications to be received by 6pm on Wednesday 6 May 2009**

*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 at other venues around Cambridge. Working on 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.

**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.

Shows are chosen on their artistic merit and **if all of the shows selected have producers on the application, there may not be the 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 apply as a freelance producer, 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 concisely outline some of your ideas about why and how you'll approach the Producer role. It must be **no longer than 2 typed pages** (excluding coversheet).

Your application should address the following:

- What do you 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 and the team?
- What in your previous experience will help you approach the project?

After your written proposal is submitted, a panel of five members of the ADC Committee (including the President and Junior Treasurer) will review the applications and invite a shortlist to interview. **Interviews will be held on Saturday 9 May - Sunday 10 May 2009. Please ensure you state when you are unavailable during this time on the coversheet as interviews are not normally moveable.** You will be interviewed by the panel who read your application.

**The interview is an opportunity for us to discuss your application and for you to ask any questions you may have.** You can explain in person why you want to produce a Clubshow, and present your ideas in more detail. The selection panel will also have questions arising from your written application – they may ask you to develop some of your ideas further, or explain something not covered in your written proposals. **The interview is intended to be a friendly and interesting discussion of your proposals rather than an interrogation!** Please feel free to bring additional materials to interview.

After all the interviews, the selection panel will discuss all the applications and interviews and decide on a programme and producer appointments for the Amateur Dramatic Club for Michaelmas Term 2009. **All programming decisions should be made by Tuesday 19 May.** 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 are welcome 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. Alternatively, please do not hesitate to contact Adam Wood (President) on [president@cuadc.org](mailto: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 Michaelmas Term 2009**

COVERSHEET

<b>Your details</b>	<b>Contact information</b>			
	Name	Email	College	Telephone
<b>When will you be UNAVAILABLE for interview on <u>Saturday 9 May - Sunday 10 May</u>?</b> <i>Please note interviews can run quite late into the evening</i>				

There are two ways to submit your application:

1. By email:

Send a word document (or equivalent) of your **written proposal**, the first page of which contains all the relevant **coversheet information**, to [president@cuadc.org](mailto:president@cuadc.org).

2. By post:

Put this **completed coversheet** and your **written proposal** in the Amateur Dramatic Club President pigeonhole in the ADC Theatre Clubroom. Your application should be in one envelope and **not stapled together**. Postal address is: CUADC President, ADC Theatre, Park Street, Cambridge CB5 8AS.

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**6pm on Wednesday 6 May 2009**.

Late applications cannot usually be accepted.