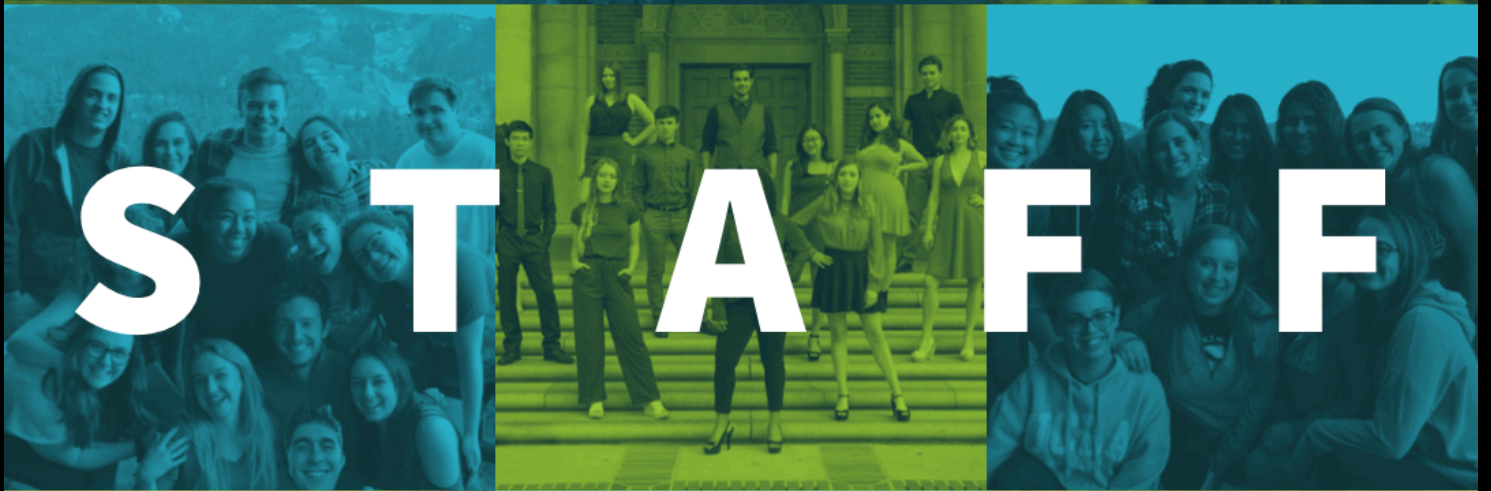




# HOOOLIGAN THEATRE COMPANY



# WELCOME!

If you're interested in learning how to become more involved in HOOLIGAN Theatre Company, you're in the right place! Joining staff is not only a good way to increase your involvement and impact in the company, but also a way to make new friends and memories. Plus, it looks great on a resume!

Below you will find in-depth description pages that detail the requirements, tasks, desired skills/traits, and everything you need to know before applying for any of our 10 staff departments. There is also a page listing the names and emails of each of the department heads if you have any questions pertaining to a certain department. We hope that this information will help your application process and lead you one step closer to joining your new staff family!

<b>DEI.....</b>	<b>2</b>
<b>Casting.....</b>	<b>3</b>
<b>Education.....</b>	<b>4</b>
<b>Executive.....</b>	<b>5</b>
<b>Finance.....</b>	<b>7</b>
<b>Human Resources.....</b>	<b>8</b>
<b>Information Technology.....</b>	<b>9</b>
<b>Marketing.....</b>	<b>10</b>
<b>Production Management.....</b>	<b>11</b>
<b>Special Events.....</b>	<b>12</b>
<b>Contact Us!.....</b>	<b>13</b>

# DIVERSITY, EQUITY, & INCLUSION

HOOLIGAN's Diversity, Equity, and Inclusion (DEI) committee works to create a safe, fair working environment for everybody we work with! As an interdepartmental committee, staff members from any department can join. We are looking for people who can ***respectfully share their opinions and value the importance of hearing out a diverse range of voices.***

As a newer committee, DEI's tasks are ever-evolving. One central part of our work involves ***collaborating with our HR department to work through issues*** involving diversity, equity, and inclusion. When we are needed, the Head of DEI is looped into the issue and figures out a solution with the HR team!

Something else DEI covers involves ***working with our Executive and HR departments, as well as our creative teams, to cast our various productions.*** Each show presents its own opportunities to showcase unique and varied individuals, and the committee aims to make sure everyone is appropriately reviewed as a part of the cast! This responsibility includes building guidelines that executives will use in the casting room and updating them for each production as needed, along with having a DEI presence in each casting room.

Another production-related job that DEI heads is that of ***dramaturg.*** In theatre, a dramaturg is someone who helps the cast, crew, and creative team understand the material through teaching its historical and contemporary context. The dramaturg also helps them connect to the material by creating dramaturgical exercises throughout the production process. DEI members interested in helping with this aspect work on the dramaturg committee to be a source of information about the production as well as facilitate exercises in rehearsal in collaboration with the directors.

DEI also aims ***to educate HOOLIGAN members and our community at large.*** We complete this responsibility in a variety of ways, from creating Instagram posts about different communities or running workshops surrounding various issues. This aspect of our committee is still a work-in-progress, and we would love to hear any newcomers' ideas about ways to make steps in this area!

Please reach out to the Director of DEI, ***Isabella Laufer*** (***isabella.laufer@hooligantheatre.org***), if you have any questions/concerns.

# CASTING

Interested in joining the Casting family? We are looking for someone **enthusiastic** about **creating accessible and welcoming theatre spaces who will be a good representation of the company when interacting with new and veteran auditioners**. If you are outgoing, organized, and passionate about HOOLIGAN, Casting is the place for you!

Casting is responsible primarily for two jobs: **One Acts & Auditions**. Audition duties include helping with preparatory materials and working the table at the auditions themselves. Your main duty is making auditions not only comfortable, but a positive experience for everyone involved making sure all feel supported both logistically and emotionally. **You will be required to work auditions for all of HOOLIGAN's productions**. Generally, you'll be assigned 2-3 shifts to work the Casting Table per audition cycle, which results in 4-6 hours during the week. In total, there are 5 audition cycles which means your availability will be needed 5 weeks throughout the school year.

In relation to the **One Acts Festival**, you will be required to dedicate a significant amount of time to help produce the festival during Fall Quarter. **Casting Associates aid in the development of the festival as stage managers, set crew, and assistant producers**. You will be assigned 1-2 short plays and will help them grow throughout the process. You are responsible for running lights/sound for your short plays, scene transitions for all the short plays, and other various responsibilities throughout the week. However, no hard skills are required! Ultimately, as a Casting Associate, you will be a crucial tool in helping One Acts flourish.

Along with these two main responsibilities, **Casting also runs the concessions for each of our productions**. Unless you are performing in the production or event, you will have to man the concession stand, which usually includes food and/or roses.

Casting offers a multitude of life-long skills for your future career/life:

Time-Management, Interpersonal Communication, Customer Service, Teamwork, Leadership, Public Speaking, Project Management, etc!

Please reach out to the Director of Casting, **Ainsley Lang** ([ainsley.lang@hooligantheatre.org](mailto:ainsley.lang@hooligantheatre.org)), if you have any questions/concerns.

# EDUCATION

As an educational theatre company on UCLA's campus, HOOLIGAN strives to provide programming and curriculum focused on increasing the quality of and accessibility to theatre education for UCLA students. ***We facilitate and teach workshops on campus for both non-HOOLIGANS and HOOLIGANS alike.*** These involve a variety of performing and production skills, with past workshops in the subjects of directing, makeup design, and music theory for singers. The department also runs ***HOOLIGAN's Hashtag events*** that welcome casts and crews to new productions and offers performance opportunities through our open mic-night cabarets, called ***Music and Chilligan.***

***The department also produces Showcase,*** an educational theatre program designed to give students of all experience levels an opportunity to learn new skills and practice new roles within a theatre context. HOOLIGAN guarantees all applicants and auditioners roles in the production and takes into account the specific skills each participant wishes to improve upon (dancing, acting, and/or singing). The program culminates in a cabaret-style show Week 10 of Spring Quarter to highlight what participants have learned throughout their workshop and rehearsal experiences.

As a department, we seek to provide a positive, team-focused environment and expect new members to be invested in their growth, both on the individual and department level. With some events, certain roles are assigned to specific staff members (especially for Showcase). However, with other events, such as Music and Chilligan and workshops, we encourage one or two staff members to take the lead on the project and delegate tasks accordingly. Aside from the project-based aspects of our department, we also have a team of our staff members designated to coordinate on campus workshops.

## ***Our ideal intern can be described as:***

- Passionate for theatre education
- Responsible, respectful, and reliable
- A self-starter that brings forth new ideas
- Having a collaborative mindset
- Eager to support other members

Please reach out to either of our Co-Directors of Education, ***Ella Powers*** (***ella.powers@hooligantheatre.org***) or ***Amy Martin*** (***amory.martin@hooligantheatre.org***), if you have any questions/concerns.

# EXECUTIVE

We're here to give you a little more information on what it means to be Exec and how you can apply to be one of the heads of this company. *If you are interested in learning about producing, theatre management, and any and all aspects of putting on a show and running a company, then this job may be the one for you!*

Over winter break, we begin the process of finding potential execs for the following year. We email all of the current sophomores and juniors on HOOLIGAN Staff to see if anyone is interested in shadowing for the position. *Exec shadowing consists of meeting weekly with the current Exec and being involved in weekly production meetings.* You will also accompany Exec on any errands that need to be run if you're available, either for show or company matters. The weekly meetings will be mostly guided by what you want to know and questions you have. They will be structured for Exec to pass along information, knowledge, and stories. Shadowing will require some time commitment, which is definitely a part of the position, but the overall goal is to see who is interested and getting to know the candidates better. Shadowing is non-binding so if at any point you decide the job isn't for you, that's totally okay! You can either drop out of the process altogether or continue assistant producing but not interview for the position at the end of the process.

Below is some general information and details about what our job consists of. We have many responsibilities (and things that randomly come up) that range from logistical to artistic.

- Apply for show rights
- Select show season
- Secure venues, plan and schedule tech weeks with venue staff and HOOLIGAN cast/crew, and communicate with venue staff about deadlines, scheduling, payments, and stage/lighting/sound logistics
- Help plan company welcome week events
- Interview and hire creative teams for each show
- Prepare for auditions/callbacks (prep creative team for audition process, make callback schedule, run dance auditions); guide creative team through auditions, callbacks, and casting
- Help make rehearsal schedules
- Help create and manage show budgets

- Plan and execute 24 Hour Musical (select show, hire/act as creative team, conduct auditions, cast show, coordinate the fundraising effort, schedule the 24 hours, book show venue)
- Order show shirts
- Approve programs and marketing materials
- Finalize show (cast and crew) contracts
- Manage the PO Box, HOOLIGAN phone number, and storage space
- Receive donations from donors, recording check deposits
- Approve grants, attend grant hearings, and manage grant requisitions
- Head senior staff and run all-staff meetings
- Work with HR on interpersonal problems
- Meet with SOLE advisor
- Help run pre-show errands
- Coordinate ticket sales with CTO
- Book rooms for events like dance auditions
- Approve hiring decisions
- Approve and finalize technical decisions
- Know the answers to all the questions we are asked or know who to direct the questions to
- ***Have a deep love and respect for the company, what we do, and who we are!***

Please reach out to either of our Executive Producers, ***Kenzie Wilson*** ([kenzie.wilson@hooligantheatre.org](mailto:kenzie.wilson@hooligantheatre.org)) or ***Josh Kalinowski*** ([josh.kalinowski@hooligantheatre.org](mailto:josh.kalinowski@hooligantheatre.org)), if you have any questions/concerns.

# FINANCE

The Finance Department is a behind-the-scenes, integral part of HOOLIGAN! In joining this department, you can enjoy the satisfaction of seeing your work make the HOOLIGAN magic possible. ***Finance is responsible for overseeing all fundraising efforts for HOOLIGAN and tracking every payment that goes in-and-out of the company.***

Our department's responsibilities are to:

- Apply for UCLA grants to secure funding for our shows
- Process requisitions and issue all reimbursements
- Maintain communications with ASUCLA and the UCLA Events Office
- Make sure the accounting document is up to date and resolves any discrepancies between payments
- Facilitate and promote student fundraising and tracking participation for official HOOLIGAN membership

Opportunities to lead student fundraising in Finance include, but are not limited to:

- ***TV Tapings:*** TV Taping associates organize groups to attend tapings at nearby TV studios who want our HOOLIGANs to fill their audiences.
- ***Restaurant Fundraisers:*** Restaurant fundraiser associates reach out to Westwood/ASUCLA restaurants to organize special events for HOOLIGANs.
- ***GoFundMe:*** GoFundMe associates help track contributions from donors and ensure that all HOOLIGANs are sharing our GoFundMe page with friends and family via social media.
- ***Social Media Fundraisers:*** Social media associates coordinate with our Marketing Department to set up raffles and other fundraisers through HOOLIGAN's social media pages.

The Finance Department is an amazing way to build your resume through Google Suite, accounting, and communication skills—all while working for the best student-run company at UCLA. No need to have any accounting experience, just a love for organization and HOOLIGAN!

Please reach out to either of the Co-Directors of Finance, ***Kendra Christian*** ([kendra.christian@hooligantheatre.org](mailto:kendra.christian@hooligantheatre.org)) or ***Raheel Tambawala*** ([raheel.tambawala@hooligantheatre.org](mailto:raheel.tambawala@hooligantheatre.org)), if you have any questions/concerns.

# HUMAN RESOURCES

Our Human Resources department is small but mighty, made up of *two individuals dedicated to the well being of all members in the company*. Directors hold the position until graduation, termination, or resignation.

We are looking for people who can think calmly and creatively to solve both interpersonal and logistic issues and are interested in fostering a fun, friendly, and safe environment for all our members to learn and express themselves in. *Confidentiality* and *thoughtfulness* are key qualities we exercise in the department, and you must be comfortable and professional with conflict resolution.

*Below is a list of a few things our department takes on:*

- Work closely with Executives on a number of important tasks including:
  - Hiring
  - Interpersonal issues
  - Updating/drafting show and membership contracts
  - Planning staff retreat and other tradition-based events
- Deal with confidential information
- Cultivate a welcoming, safe environment for the entire company
- Facilitate senior staff meetings
- Send staff updates and meeting summaries
- Communicate with heads of departments to coordinate company events
- Lead and take notes during all staff and senior staff meetings
- Meet with members at the beginning of each show and throughout the year
- Help departments with anything that they need throughout the year

Please reach out to either of the Co-Directors of Human Resources, *Mika Vargas* ([mika.vargas@hooligantheatre.org](mailto:mika.vargas@hooligantheatre.org)) or *Leia Broughton* ([leia.broughton@hooligantheatre.org](mailto:leia.broughton@hooligantheatre.org)), if you have any questions/concerns.

# INFORMATION TECHNOLOGY

If you are ***good with computers***, have an interest in ***copywriting***, and would like to ***create online resources to make HOOLIGAN more efficient and accessible for everyone***, rush IT!

The Information Technology department manages the online resources that are the backbone of HOOLIGAN. We are in charge of ensuring that information regarding our company can be accessed easily both within and outside of our organization. We work with web hosting services and automated marketing platforms like Weebly and Mailchimp, and occasionally delve into web analytics and data—all very good things for any resume. ***Contrary to popular belief, we don't require any computer science or coding experience!*** As long as you have good organizational, writing, and creative problem-solving skills, you'll be a great fit for our cozy little family.

## ***Some of the tasks we perform are:***

- Write, edit, and schedule quarterly newsletters about current and upcoming HOOLIGAN events
- Maintain, curate, and regularly update our website, which gets thousands of unique views per month and is crucial to our company image
- Create and manage online resources that make our company run smoothly (eg. email groups, Slack, etc.)
- Assist other departments and members of the company in troubleshooting technical issues as they arise
- Brainstorm new, innovative ways to enhance everyone's HOOLIGAN experience!

Please reach out to the Director of IT, ***Katie Cunningham*** (***katie.cunningham@hooligantheatre.org***), if you have any questions/concerns.

# MARKETING

Do you remember how you first learned about HOOLIGAN? Was it our Instagram, a flyer, or something else? Be in charge of tailoring all of HOOLIGAN's advertisement content by joining the Marketing Department! ***The Marketing Department is responsible for designing content geared towards engaging the UCLA community.*** This can mean HOOLIGAN shows, recruitment, and anything else HOOLIGAN needs to promote in creative and engaging ways. Be responsible for selling out shows, giving HOOLIGAN a strong presence on-campus and online, and bringing more people into the HOOLIGAN family.

Our department is comprised of three sub-departments:

- ***Graphics:*** Do you have an eye for design? Have you dabbled in Canva? Or are you interested in learning the ins and outs of design platforms? Well then graphics is the place for you! Create HOOLIGAN's graphics for flyers, show programs, and more! Photoshop or InDesign knowledge is preferred, but not required.
- ***Social Media:*** HOOLIGAN is very active on various forms of social media, including Instagram, TikTok, YouTube, and Facebook. As a social media specialist, you'll be responsible for creating campaigns, posting material, and maintaining our online presence. Follow us ***@hooligantheatre!***
- ***Photo/Video:*** Do you love being behind the camera? Our photo/video specialists are responsible for taking show and cast photos, recording behind-the-scenes and promotional videos, editing photo/video content to release on our social media platforms, and filming our productions for the archive.

Chances are, our outreach is the reason you're applying to HOOLIGAN's staff today! As an intern, you will have a primary department, but you will be free to assist other departments in order to learn and develop new skills.

Please reach out to either of our Co-Directors of Marketing, ***Marianne Ocampo (marianne.ocampo@hooligantheatre.org)*** or ***Amelie de Leon (amelie.deleon@hooligantheatre.org)***, if you have any questions/concerns.

# PRODUCTION MANAGEMENT

***Production Management is focused on all technical aspects of a show.*** As a Production Management associate you will have the unique opportunity to experience multiple elements of show design, from costuming to U-Haul truck rentals and everything in between! ***We are looking for people who like to volunteer to help with projects wherever help is needed.*** Join us if you're interested in building your management experience and working directly with other creatives.

HOOLIGAN's Production Management has three main roles:

- 1. Hire and manage the tech departments of our 4 mainstage shows***
  - a. Taking notes during tech interviews
  - b. Help with build days, storage space runs, and tech week
- 2. Help other departments when needed***
- 3. Assist the Production Managers with miscellaneous management tasks***
  - a. Keeping track of cast involvement in the build process
  - b. Sending reminder emails to production members for various matters

Characteristics we look for in interns:

- Preferably wants to be on tech for a HOOLIGAN show
- Ready to work on spontaneous jobs
- Likes to volunteer to do work
- Has good initiative

Transferable Skills:

- Problem-solving
- Collaboration
- Organization

***We highly recommend all PM interns and associates to be a part of a technical department for our shows.*** All in all, if you are someone who would like to spend their spare time helping out HOOLIGAN, Production Management Staff is right for you!

Please reach out to our Production Manager, ***Kayla Choi*** ([kayla.choi@hooligantheatre.org](mailto:kayla.choi@hooligantheatre.org)), if you have any questions/concerns.

# SPECIAL EVENTS

HOOOLIGAN's Special Events Department (or SPEVENTS for short) is responsible for **organizing all of the company's social events**. Tasked with the duty of fostering a sense of community and family within the company, **SPEVENTS organizes memorable parties and social events**, which includes choosing the theme, finding a venue, providing refreshments and snacks, creating a fun playlist, setting up beforehand, and cleaning up afterwards.

In addition to the many parties that we host during the year, SPEVENTS is also responsible for **HOOOLIGAN's annual Formal** in Winter Quarter (which is a highly-anticipated, company-wide event that takes a lot of planning and delegating!), as well as the **End-of-the-Year Banquet** and **Staff Retreat** in the Spring Quarter. Along with these staple events, **SPEVENTS also produces Cabaret** during Winter Quarter. This includes creating the theme, conducting auditions, casting, and pulling together an amazing show in the span of a few weeks.

Prospective interns should be **reliable, creative people** who are able and eager to complete any task that is given to them. Interns also need to be **outgoing** and **approachable**, as we are the face of the social bonding of the company. Members of SPEVENTS need to be available to **set-up** and **clean-up** events, which may include waking up early or staying late. They also need to be able to come up with ideas for events and assist with the subsequent planning of the event.

Special Events offers a variety of life-long, transferable skills for your future career/life:

- Time Management
- Event Planning
- Teamwork
- Leadership
- And MORE!!!

If you love to help people make memories while fostering a tight-knit community within a 100+ people company, then SPEVENTS is the department for you!

Please reach out to the Director of SPEVENTS, **Anshita Lakshmish** ([anshita.lakshmish@hooligantheatre.org](mailto:anshita.lakshmish@hooligantheatre.org)), if you have any questions/concerns.

# CONTACT US!

## EXECUTIVE PRODUCERS

**Kenzie Wilson:** [kenzie.wilson@hooligantheatre.org](mailto:kenzie.wilson@hooligantheatre.org)  
**Josh Kalinowski:** [josh.kalinowski@hooligantheatre.org](mailto:josh.kalinowski@hooligantheatre.org)

## HUMAN RESOURCES

**Mika Vargas:** [mika.vargas@hooligantheatre.org](mailto:mika.vargas@hooligantheatre.org)  
**Leia Broughton:** [leia.broughton@hooligantheatre.org](mailto:leia.broughton@hooligantheatre.org)

## DEI

**Isabella Laufer:** [isabella.laufer@hooligantheatre.org](mailto:isabella.laufer@hooligantheatre.org)

## CASTING

**Ainsley Lang:** [ainsley.lang@hooligantheatre.org](mailto:ainsley.lang@hooligantheatre.org)

## EDUCATION

**Ella Powers:** [ella.powers@hooligantheatre.org](mailto:ella.powers@hooligantheatre.org)  
**Amy Martin:** [amory.martin@hooligantheatre.org](mailto:amory.martin@hooligantheatre.org)

## FINANCE

**Kendra Christian:** [kendra.christian@hooligantheatre.org](mailto:kendra.christian@hooligantheatre.org)  
**Raheel Tambawala:** [raheel.tambawala@hooligantheatre.org](mailto:raheel.tambawala@hooligantheatre.org)

## INFORMATION TECHNOLOGY

**Katie Cunningham:** [katie.cunningham@hooligantheatre.org](mailto:katie.cunningham@hooligantheatre.org)

## MARKETING

**Marianne Ocampo:** [marianne.ocampo@hooligantheatre.org](mailto:marianne.ocampo@hooligantheatre.org)  
**Amelie de Leon:** [amelie.deleon@hooligantheatre.org](mailto:amelie.deleon@hooligantheatre.org)

## PRODUCTION MANAGEMENT

**Kayla Choi:** [kayla.choi@hooligantheatre.org](mailto:kayla.choi@hooligantheatre.org)

## **SPECIAL EVENTS**

**Anshita Lakshmish: [anshita.lakshmish@hooligantheatre.org](mailto:anshita.lakshmish@hooligantheatre.org)**

## **ALUMNI ENGAGEMENT**

**Krish Aditya: [krish.aditya@hooligantheatre.org](mailto:krish.aditya@hooligantheatre.org)**