



**THE PHOENIX THEATRE SEASON AUDITIONS 20-21 INSTRUCTIONS:**

**You will need the following things to submit.**

- An actors access (free) account
- A completed audition form (electronic)
- A headshot (electronic)
- A Resume (electronic-PDF)
- Your audition video(s)
- *Only the Casting and Artistic Teams would have access to your confidential video audition(s) and BREAKDOWN EXPRESS does not allow videos to be downloaded or shared to the public in any form.*

**What to Prepare for your audition video:**

- a. For non-musical (straight play) auditions, you should prepare two (2) contrasting monologues, no more than one and a half minutes each.
- b. For musical auditions, you should prepare 16 bars of an up-tempo song; 16 bars of a ballad and one to one and a half minute monologue.

**General auditions video submissions will be accepted until Friday, May 22<sup>nd</sup>, 5pm ET.**

## How to submit your Season Generals Audition for The Phoenix Theatre Company's 2020-2021 season.

### STEP ONE: CHECK OUT OUR SEASON AND DOWNLOAD AN AUDITION FORM

- 1) Check out the shows and characters that we are looking to cast
  - a. Season Show Synopses and Programming descriptions. [HERE](#)
  - b. Roles and Character Descriptions [HERE](#)
- 2) Download a copy of our Phoenix Theatre Company Audition Form and fill it out.
  - a. Audition form can be found [HERE](#).
  - b. Fill it out and save it.

### STEP TWO: CREATE YOUR AUDITION VIDEO

- 1) Video your audition:
  - You can use your phone, computer or camera to record your audition
  - Record your audition either in a single shot or in separate shots.
  - You can use karaoke, pre-recorded or piano tracks for your MUSICAL audition.
  - Store your video audition in an accessible space to upload it to Breakdown Express
- 2) Create your FREE Actor's Access account at [www.actorsaccess.com](http://www.actorsaccess.com).
  - **If you already have an account, go to step 3**
  - If you need some additional help setting up your account, please watch this instructional [VIDEO](#) from ACTORS ACCESS.
  - Please fill out the General Profile details and upload your resume. Should you need assistance, watch this [VIDEO](#) from ACTORS ACCESS on how to edit General Profile Details such as your profile and resume.
  - Please upload a headshot. Watch this instructional [VIDEO](#) from ACTORS ACCESS for additional help uploading photos.
  - If you have any additional questions please contact the General Support Helpdesk at ACTORS ACCESS ([LINK](#))
- 3) Once you have all of your materials ready click this [link](#) to submit your audition.

### STEP THREE: UPLOAD YOUR AUDITION (a step by step instruction)

- Once you have followed the above [link](#), enter your Actors Access username and password in the **top left corner** of your screen and click **GO**.
- In this screen, you have the ability to access the links for the character breakdowns and audition forms. These are the same documents located on the audition page of our website.
- Begin uploading your submission materials by clicking the **RESPOND TO OPEN CALL REQUEST** button.
- Click on the **UPLOAD MEDIA** button on the bottom of the screen.

- Next you will click on the orange **BROWSE** button, upload your videos and audition form.
- Please **RENAME** any media titles to your name and item: i.e. Lucy Smith Audition Form, Lucy Smith Audition Video. Click **PLACE ORDER**.
- When you see that your materials have been uploaded, click **NEXT**.
- Review your uploaded audition materials (both your videos and audition form).
- At this point, it will ask you if you have submitted all required audition materials. IF SO, click **SUBMIT AUDITION**.
- **YOU HAVE SUCCESSFULLY SUBMITTED YOUR VIRTUAL AUDITION!** Thank you for your interest in The Phoenix Theatre Company!

**If you have any questions about the submission process, callbacks or season, please click [HERE](#) for our FAQ**

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