

Theatre Alliance Membership Resource Guide

Website: www.theatrealliance.org
Address: 1616 Walnut Street Suite 1800 | Philadelphia, PA 19103
Phone: (215) 413-7150
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Important Contacts:

Stephanie Kish- Director of Operations & Finance

Stephanie@theatrealliance.org

PhillyTheatreTix support and interrelated programs.

Yvonne Smith-Operations Associate & Membership Services

Yvonne@theatrealliance.org

General information about the Theatre Alliance and its membership, including website/profile management.

Gina Vitolo-Stevens-Programs Associate

gina@theatrealliance.org

Support for Audience Engagement programs participants.

Kara Wexler- Administrative Assistant

kara@theatrealliance.org

General inquires about the organization.

(Note to members: info@theatrealliance.org is a general inquiry email for non-members and those interested in learning more about the alliance. As a member and for your convenience, we ask that you contact the appropriate individual above directly for immediate assistance.)

Important Website Information

Profile Page

Your profile page can provide casting theatres with everything they need to know about your experience and recent performances. In the near future, the Theatre Alliance will also utilize information from your profile page for updating our records for your theatre during renewal periods. Please ensure that the information provided on this page stays up to date.

Forgot Password?

Steps for requesting a new password through our website:

1. Go to the member log-in page - <http://www.theatrealliance.org/user>
2. Click on the red "Request New Password" link near in the middle of the page
3. In the box enter either your username "User Name" or the e-mail address on the account

After completing steps 1-3, an email will then be sent to you with instructions for obtaining new password information

Uploading Images

To upload and update photos, click on the section title “Media.” The text is in red and it should be at the very top of the “Edit My Profile” page. Once you have the main headshot, you can then add more photos under “Additional Images.” It will give you two places to upload additional photos, but you can click “Add another item” to bring up more fields.

Uploading Resume

On the “Edit My Profile” page, there is a section labeled “Resume.” Select browse to find your resume on your computer, and once you choose your file, select “upload”. Once this is complete your resume is linked to your profile page. If you are replacing a resume, you will have to first click “Remove” to delete the first resume, before browsing and uploading your updated resume.

Posting Jobs

To post a job listing follow the link to <http://www.theatrealliance.org/jobs> and select add new job. Fill in the required information and any additional information you would like to provide, and click the save button when you are finished. Keep in mind that when you type in the name of your organization/company, spell it out exactly as it is on your profile page so the job will link back to your profile. Also, be sure that you are logged in the site prior to creating a job post, so that your job posting appears on your profile page and is available for easy editing or deletion.

List Serv

Become part of the theatre industry exchange by joining the Theatre Alliance listserv; an email service featuring important communications and updates from 2000+ organizational leaders and theatre artists. Individual members are also permitted to post messages. This service is currently available to all industry members, to join visit: <http://groups.yahoo.com/group/theatrealliance/>.

Forms/Downloads

Many programs require additional enrollment to participate. Please visit www.theatrealliance.org/members/forms.html for additional membership forms. You may also contact Gina Vitolo-Stevens to requests forms that are not available on our website.

Mailing Lists

TA sends out lots of important information via email including: membership renewals, weekly Friday Job Hunt, special events and opportunities, and changes in membership policies. In light of any organizational transitions, please forward us your updated contact information if anything has changed since your last renewal.

If you have an additional questions or concerns please contact our office at 215-413-7150