



## ABOUT SSTI

For eighteen incredible summers, the Southeastern Summer Theatre Institute has welcomed extraordinary high school theatre students from across the US to beautiful Hilton Head Island, South Carolina for a month-long professional theatre experience that shapes these young people as both performers and people. A staff member at SSTI is more than just an industry professional. You're a mentor, a teacher, and a valued member of a community that values integrity, fun, and passion.

Come see why SSTI *Feels Like Home*.

## A1/AUDIO ENGINEER

This individual (assisted by staff and students working under their supervision) will be responsible for installing and maintaining the sound systems for our summer productions. This will include the system load-in, the install of the console (Yamaha QL5), the balancing of the system with a mic'd cast of 25 and 9 piece orchestra, and serving as lead engineer mixing performances. As our company is run out of a rental venue, this individual has to be quick thinking and able to problem solve on the fly as we prepare the space for our equipment, productions, and standards. Designer is longstanding team member that's very familiar with the space.

Ideal candidate will be experienced and comfortable with the responsibility that comes with the lead engineer position, and possess the leadership skills needed to be a role model for the collegiate and high school students working within their department. Must be comfortable creating educational opportunities for the students within your department to learn 'on the job.' Minimum one year professional experience, or college equivalent, with a resume that speaks to work on large scale musicals in a lead position.

Additionally, the individual will:

- Serving as a member of the production run crew at the audio console on all SSTI productions. This will include, but may not be limited to SSTI Musical Productions, special events or community classes.
- Installing and maintaining the production sound systems as designed by the Sound Designer.



## A1/AUDIO ENGINEER (CONTINUED)

- Unpacking, testing, inventorying, and repacking all rental equipment from various vendors during the opening and closing of the summer season.
- Inventorying/labeling any equipment borrowed from the venue to insure its safe return at the conclusion of the season.
- Placing all expendable (batteries, tape, etc) order requests with the Producer well in advance of productions to ensure expensive 'local buys' don't unnecessarily impact the budget.
- Updating and presenting the SSTI sound bible at the conclusion of the Contract Term, which becomes property of the Company.
- Attending all scheduled rehearsals, meetings, dry techs, paper techs, and performances.
- Fully participate in the full company load-in and load-out at the conclusion of summer.
- Fully participate in the organization, upkeep, and cleanliness of your working station.

## THE DETAILS

Contract Dates: May 27 - August 6, 2026

Contract Salary: \$6150, paid in weekly W2 installments.

Company additionally provides:

- Private bedroom housing
- Travel stipend or round trip air
- Weekly gas stipend, if driving
- Nightly dinners, when students in session



## To Apply:

To be considered for a position at SSTI, please email the following materials with your name and the job title in the subject heading of the email to:

**[jobs@SummerTheatreInstitute.com](mailto:jobs@SummerTheatreInstitute.com)**

- Resume with three references (with email addresses)
- Portfolio or website (if applicable)

Interviews for Summer 2025 will begin on December 20th and will continue until all positions are filled. The job links will be deactivated on our website once the position has been contracted for Summer 2025.

Please direct all questions to [jobs@SummerTheatreInstitute.com](mailto:jobs@SummerTheatreInstitute.com).

SSTI is committed to creating an equitable, diverse, and inclusive workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.



## IMPORTANT NOTES:

We want everyone applying and scheduling an interview with SSTI to have the most complete information, as both a resource and time-saver. Here are some important answers to questions that you might have ahead of applying:

### **Animal Policy:**

Pets are not allowed within the housing rented by SSTI in the summer. Documented service animals that are trained to aide you in the performance of a specific task are allowed. The service animal must additionally be trained to attend work daily in the name of assistance to the user.

Further clarity, from a pet loving company: our housing is 25 minutes away from our island theatre *without* bridge traffic (hence, your gas stipend.) Our daily schedule is built to minimize time in traffic. There is no realistic (or humane) way for an animal to 'stay at home' during the work day as we get into longer days of tech. With traffic during meal break times, there is no viable option to 'run home' to care for an animal. Additionally, as we are located in a top tourist destination during the summer, finding independent housing has proven to be unaffordable for staff seeking alternatives in previous years.

### **Schedule Flexibility:**

For most positions, there is very little flexibility for late arrivals or early dismissals. Within the term of the contract, occasionally a 24 hour trip for a large life event (like a wedding) can be considered, but we are seeking staff members available to dedicate the time specified in the job posting.

### **Do I Need a Car?**

75% of our staff routinely bring their vehicles every summer. This means that someone is *always* headed to the theatre when you need to be going, either a fellow staffer or one of the student transport vans. A personal vehicle is great for a degree of autonomy, but not required.



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## SAMPLE SUMMER SCHEDULE:

In a similar vein as the previous questions, it's important that perspective staff members have a grasp of the scope of work for a summer at SSTI. While it's not a traditional summer stock schedule with 5+ productions and overnight calls, it is similar in the pacing and stamina required of all staff members.

**\*Important Note:** the Junior week shown in the 2025 sample below is not present in our 2026 schedule, and the contract timing shifts back by one week as a result.



**M A Y**

**2 0 2 5**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

First Day in Venue  
Staff Arrival Day #1  
Staff Arrival Day #2  
Staff Arrival Day #3  
Creative Team Arr.



**J U N E**

**2 0 2 5**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7 Press Photocall
8 Essentials Arrives	9 Essentials Begins	10	11	12	13	14
15 Orchestra Set Up Evening Sitz for Sound	16 Tech Begins	17	18	19	20 8 to 5 Opening Night	21 Essentials Departs Protocol
22 9 to 5 Performance #3 OGL Talkback	23 Masterclass Week Begins	24	25	26 Dress Rehearsal	27 9 to 5 Performance #4 Ice Cream Social	28 Spotlight Presentations Protocol 8 to 5 Performance #5
29 9 to 5 Closing Student Departure Strike	30					



**J U L Y**

**2 0 2 5**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9 to 5 Closing Student Departure Strike		1 SSTI Junior Begins	2	3	4	5 SSTI Junior Ends
6 Creative Team Arr.	7 Student Arrival Day	8 First Day with Students!	9	10	11	12
13 Press Protocol	14	15	16	17	18	19
20 Orchestra Set Up Evening Sitz for Sound	21 Tech Begins	22	23	24 Anything Goes Opening Night Opening Night Party	25 Photocall AO Performance #2	26
27 AO Performance #3 OGL Talkback	28 Masterclass Week Begins	29	30	31 Dress Rehearsal		



**A U G U S T**

**2 0 2 5**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 AG Performance #4 Photocall AO Performance #5	
3 AG Closing Student Departure Strike	4 Strike and Restore	5 Strike and Restore	6 Strike and Restore	7 Strike and Restore 2pm Staff Departs	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



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## SAMPLE WEEKLY CALLS:



### STAFF Weekly Schedule

Monday, July 17 - Sunday, July 23



	Monday 7/17	Tuesday 7/18	Wednesday 7/19	Thursday 7/20	Friday 7/21	Saturday 7/22	Sunday 7/23
<b>Theme Day/Notices:</b>			<b>Theme Day: Squad Day</b>		<b>T-Shirt Friday, TBD Designer Run</b>	<b>Beach/Barbie Day</b>	<b>Orchestra Load In and Evening Sitz</b>
<b>Staff Day Off:</b>	Kathy, Marie, Kelsey, Rick, Elie, Shea	Colby	Robbie, Naihla, Madi	Augusta, Camille		JP, Matt G, Evan, Annalise, George, Allison	
<b>Swing RA Covers:</b>	Naihla	George		Kelsey		Kelsey, Naihla	
<b>Hometown Display:</b>	George, JP, Claire A, Claire D	Kathy, Madi, Coco, Cody, Eli	Marie, Matt I, Lindsay, Lizzie C, Favor	Rick, Robbie, Georgia C, Ike, Jilayne	Shea, Jill, Josiah, Kaitlyn	N/A	Madison, Keller, Jenna, Kiersten, Lacey, Lily
<b>Staff Interviews:</b>	Christian, Madi	Kathy					
<b>Notes:</b>							



### STAFF Weekly Schedule

Monday, July 17 - Sunday, July 23



	Monday 7/17	Tuesday 7/18	Wednesday 7/19	Thursday 7/20	Friday 7/21	Saturday 7/22	Sunday 7/23
<b>Company Notices:</b>	<b>Scenic Late Night</b>	<b>Scenic Late Night</b>		<b>Lighting / Scenic 8am call, all others 10am call</b>	<b>Lighting Sound Late Night</b>	<b>Lighting Sound Late Night</b>	
<b>Staff Arriving:</b>							
<b>Staff Departing:</b>							
<b>Circle Time/Call Time:</b>	<b>10:00am</b>	<b>10:00am</b>	<b>10:00am</b>	<b>10:00am</b>	<b>10:00am</b>	<b>10:00am</b>	<b>10:00am</b>
<b>Start of Work Call</b>	10:15am	10:15am	10:15am	10:15am	10:15am	10:15am	10:15am
<b>Lunch</b>	1:00pm	1:00pm	12:45pm	12:45pm	1:00pm	1:00pm	12:45pm
<b>Afternoon Call</b>	<b>2:00pm</b>	<b>2:00pm</b>	<b>1:30pm</b>	<b>1:30pm</b>	<b>2:00pm</b>	<b>2:00pm</b>	<b>1:30pm</b>
<b>Circle Time/ Provided Dinner</b>	<b>5:45pm</b>	<b>5:45pm</b>	<b>5:45pm</b>	<b>5:45pm</b>	<b>5:45pm</b>	<b>5:45pm</b>	<b>5:45pm</b>
<b>Production Meeting</b>	6:00pm	6:00pm	6:00pm	6:00pm	6:00pm	6:00pm	6:00pm
<b>Break</b>	6:15pm	6:15pm	6:15pm	6:15pm	6:15pm	6:15pm	6:15pm
<b>Evening Call</b>	7:00pm	7:00pm	N/A	N/A	7:00pm	7:00pm	N/A
<b>End of Day</b>	<b>10:00pm</b>	<b>10:00pm</b>	<b>6:15pm</b>	<b>6:15pm</b>	<b>10:00pm</b>	<b>10:00pm</b>	<b>6:15pm</b>