



'22-'23 SEASON AUDITIONS SUBMISSION INSTRUCTIONS

How to Book an IN-PERSON Audition Slot

1. Go to www.phoenixtheatre.com
2. Select About Us on the top right menu bar
3. Select Audition, Callback, and Casting Information from the left menu
4. Please read thru the whole casting page and the FAQ before you book
5. Toward the bottom of the Auditions page, select BOOK AUDITION
6. Please read all of the next page before you select the time you want and click PURCHASE
 - a. Note: If a slot is full, it may still appear on the website as an option; however, when you go to book that slot you will get an error message at the top of the page that reads Sold Out in red. You will have to start over again and select another slot. We apologize for the inconvenience of this element of the system.
7. Select PURCHASE at the bottom of the page once you have your slot and select 1 as the number of tickets.
8. Select PROCEED to checkout
9. If you don't have an account, select REGISTER
 - a. Please note that if you are booking a slot for someone else you need to create an account for that person because your account information will auto-populate as the name on the audition slot and be linked to your contact information. Also, if you have a family account for purchasing tickets to productions, please create a new account that is just for the person auditioning.)
10. If you already have an account for purchasing tickets to productions, simply LOG IN to continue.
11. Select your printing option.
12. Select CONTINUE at bottom right of the page
13. Review the information for accuracy and select COMPLETE YOUR ORDER

Your booking is now complete, and you will receive an email confirmation with your time. We look forward to seeing you audition!

How to Submit a Video Audition

You will need the following to submit a video audition via Actors Access*

1. An Actors Access (free) account (Go to www.actorsaccess.com to create an account)
2. A completed audition form (electronic)
3. A headshot (electronic)

continued below

4. A résumé (electronic-PDF)
5. Your audition video(s)
 - a. Note: Only the Casting and Artistic Teams will 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.

*While using Actors Access will allow us to store all auditions on ONE PLATFORM, artists are welcome to submit materials to auditions@phoenixtheatre.com. All AEA Artists are encouraged to submit a headshot, résumé, and audition form.

What to prepare for your audition (both in-person and video):

All music and monologue selections are of your own choice:

- a. For non-musical (straight play) auditions, you should prepare two (2) contrasting monologues, no more than ninety (90) seconds each.
- b. For musical auditions, you should prepare 16 bars [or one (1) minute] of an up-tempo piece, 16 bars [or one (1) minute] of a ballad, and a sixty-ninety (60-90) second monologue.

In-person general auditions will be held on April 22-24, 2022 only.

General audition video submissions will be accepted until April 30, 2022.

How to submit your Season Generals Audition for The Phoenix Theatre Company's 2022-2023 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.
 - If you already have an account, go to step 3
 - 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
