



Join us for our 93rd Season

Dear Applicant,

On behalf of the Children's Theatre of Charleston's Board of Directors, please consider the enclosed materials as our invitation for you to apply for any of the following positions: director, musical director, assistant director, set technician, prop master, costumer, or choreographer for the Children's Theatre of Charleston's 2025– 2026 season.

The Children's Theatre of Charleston, the Official West Virginia Children's Theatre, is a community theater with a broad following and a rich history. Generations of Charleston's youth have had the opportunity to try their hand at acting, singing, and dancing on stage, thanks to the efforts of Miss Sara Spencer who formed the group in 1932. Children's Theatre of Charleston envisions a world in which all children experience life changing effects of theatre, including sparking their creativity, boosting their self- confidence, and igniting a passion for the arts.

As a community theater group, CTOC relies primarily upon unpaid volunteers for its existence. All production positions at CTOC are hired on a per-show basis with no benefits. Use of union labor has been waived for CTOC at the Clay Center, where our productions are held. Guest directors who are union members typically have obtained waivers to work for CTOC.

Please complete the Application form provided, indicating your interest in each production. Any employee of CTOC must agree to a background check. All applicants must also be willing to follow all CTOC policies including those for auditions, nepotism, casting, and our guidelines as set out in the job descriptions (please see our website www.ctoc.org). You will need to provide the names and addresses of at least two references. **Send the aforementioned and a resume, by email or postmarked no later than February 9, 2025. Due to grant requirements, a resume must be provided for consideration**, even if you have worked for us before. Please note the short time frame to get your applications submitted. You will receive an email confirmation upon receipt of your application. Please feel free to include any additional information that would assist the Board in their deliberations.

The Children's Theatre holds approximately 6-8 weeks of rehearsal for each show. Rehearsals are held at our workshop located at 115 Spring Street in Charleston. Rehearsals are scheduled weekday evenings from 6:30-8:30, and traditionally on Sunday afternoons from 2:00-5:00 but beginning times are flexible. The rehearsal schedule is at the discretion of the director but due to having children in the cast, we do not allow rehearsals to be scheduled later than 8:30 on weekdays except for Tech Week. This season will consist of three main stage productions to be held at the Clay Center for the Arts & Sciences.

The Board of Directors will make selection of the production staff by the end of February, after considering all applications received by February 9, 2025. The Board will review information provided by you concerning your experience, availability, success of productions with which you were instrumental, and creative enthusiasm.

If you have any questions regarding this invitation for application, or require additional information, please contact the Children's Theatre by email at ctocwv@gmail.com. We look forward to receiving your application.

Sincerely,

LeeAnne Rheinlander CTOC General Manager



Children's Theatre of Charleston 2025-2026 Season

Alice in Wonderland Jr.

MTI Musical

60 Minutes

Auditions: TBD July (week of 20th?)

Move-in: September 28, 2025 Performances: October 2 – October 5, 2025

Clay Center for the Arts and Sciences

Oliver

MTI Musical

120 Minutes

Auditions: October 11-12, 2025

Move-in: December 14, 2025, Performances: December 17-21, 2025
(depending on school calendar for school shows)

Clay Center for the Arts and Sciences

Matlida Jr.

MTI Musical

60 Minutes

Auditions: January 3-4, 2026

Move-in: March 15, 2026, Performances: March 26-29, 2026

Clay Center for the Arts and Sciences