

## **Summary**

- Creator:** American Educational Theatre Association
- Title:** American Educational Theatre Association records, 1944-1960 (bulk dates 1949-1956)
- Extent:** 48.3 linear feet (100 boxes, 6 cartons)
- Source:** Gift of the American Theatre Association, 1956, 1958, 1959, 1960, 1962
- Abstract:** The American Educational Theatre Association, known later as the American Theatre Association, was a nonprofit educational organization. The records consist of correspondence, reports, minutes, directories, application forms, and printed matter with some materials of other organizations involved with the ATA.
- Note:** Additional records of the organization may be found in the Billy Rose Theatre Collection, Library for the Performing Arts, Lincoln Center.

## Organizational Note

The American Educational Theatre Association, later known as the American Theatre Association (the name was changed in 1972) was a nonprofit educational organization. The Association was formed in 1936 by a group of drama theaters who wanted to organize themselves on a nationwide scale. Their objectives was to encourage high standards of teaching, production, and scholarship in the education field, to disseminate information concerning the developments in the field of theater, and to stimulate and support national legislation on theater.

The Association also developed and published materials for use in children's secondary school, college and university, and community theaters; promote touring of educational theater groups, and correlate with the armed forces installations for development of mutually beneficial theatre programs. The Association also expected to stimulate creative activity and scholarship in educational theater and in allied fields of educational television, radio, film, puppetry and audio-visual aids. Finally, the Association wanted to operate placement services and cooperate with the University of Miami for the publication of rare books about the theater.

The Association membership recruited its membership from teachers, actors, students, directors, and other workers.

The Association was organized through an Advisory Council of national theater groups and fifteen elected council members which would meet during the annual convention to discuss policy matters of the Association and to make recommendations to be acted upon by the membership at the Business meeting.

Structured through committees, divisions and projects—the **projects** were named for special programs of work undertaken by continuing groups in the Association. The first projects were the Army-AETA Co-Operative Project, the Audio-Visual Aids Project and Guidance and Counseling Project. The projects would expand to include the Academic and Production Standards Project, the Asian Theatre Project, and the Black Theatre Program.

Another structure of the Association—the **divisions** reflected a portion of the membership interested in theater production. Originally, the Children's Theatre Conference was the only member of the Division. Eventually, it would include the American College Theatre Festival, and the American Community Theatre Association.

Publications include *Placement Service Bulletin*, the *Theatre News* and other related publications.

## **Scope and Contents Note**

The records span 1948 through 1960. Not received were the earlier years prior to 1948. The collection spans the administration of Hubert Huffner (1949-- ) through the administration of Edward Cole (1958-- ). Represented in the collection are correspondence, reports, committees, projects, divisions, minutes, conventions, conferences, financial reports, annual directories, application forms and printed material.

## **Arrangement Note**

The collection is arranged in five preliminary series: I) Presidential Correspondence, 1949-1956; II) Official Papers and General Papers, 1944-1952; III) Executive Secretary File, Mouzon Law, 1955-1956; Series V) Executive Secretary File, Kenneth L. Graham, 1956-1960; V) Financial Documents, Membership Records, and Printed Material

## **Series Descriptions**

Series one: Presidential Papers, 1949-1956 (boxes 1-13)

The Presidential Papers were arranged according to the succeeding terms of the presidents from 1949 through 1956. Each president served a term of one year and the series is reflective of this. Records for the year 1955 were not received.

Series II: Official Papers and General Papers, 1944-1954 (boxes 14-70)

This series shall receive further description after processing. Basically the series was arranged by subject followed by a chronological arrangement within sections. For example, the General Correspondence was arranged alphabetically within each year. The series includes minutes, general correspondence, American Council on Education, Children's Theatre Conference, project material and directory of members.

Series III: Executive Secretary File: Mouzon Law, 1955-1956 (boxes 71-82)

This series, in part, contains the following: General Correspondence, 1955, General Convention Correspondence, 1955, and Children's Theatre Conference.

Series IV: Executive Secretary File: Kenneth L. Graham, 1956-1960 (boxes 83-98)

See description for Series III

Series V: Financial Documents, Membership Records, and Printed Material, 1937-1958 (boxes 99-106)

The series contains the following: financial documents, 1937-1958; membership records, 1953; application forms, 1950-1952, and printed material, n.d.

## American Educational Theatre Association Records

### Container List

#### Box

#### **Series I. Presidential Papers, 1949-1956**

- |       |                           |
|-------|---------------------------|
| 1-3   | Heffner, Hubert. 1949     |
| 4     | Lippman, Monroe. 1950     |
| 5-7   | Mitchell, Lee. 1951       |
| 8-10  | Halstead, William P. 1952 |
| 11-13 | Hewitt, Barnard. 1953     |
| 13    | Robinson, Horace. 1954    |
|       | Whiting, Frank. 1956      |

#### **Series II. Official Papers and General Papers, 1944-1954**

- |    |                                                                                                                                                      |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14 | Minutes, 1944; Theatre Conference, 1945; official committee reports, 1946; business meetings, 1946; council meetings, 1946; promotion meetings, 1946 |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------|

1948:

- |    |                                                                                                                                                                                          |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 15 | General Correspondence, A-Bai,                                                                                                                                                           |
| 16 | Bau-H                                                                                                                                                                                    |
| 17 | I-M                                                                                                                                                                                      |
| 18 | N-Z                                                                                                                                                                                      |
| 19 | Directory of members; committee reports; convention; Nominating Committee, American Council on Education<br>Central State Speech Association<br>Children's Theatre Conference [Division] |

1949:

- |       |                                                                                          |
|-------|------------------------------------------------------------------------------------------|
| 20    | General Correspondence, H-S [incomplete]                                                 |
| 21    | General Correspondence, W-Z; also, chronological correspondence, 1949; automatic renewal |
| 22-23 | Committees                                                                               |
| 24    | American Council on Education; bulletins, minutes and governing board                    |

1950:

- |    |                             |
|----|-----------------------------|
| 25 | General Correspondence, A-H |
| 26 | L-Z                         |
| 27 | Advisor and Council         |
| 28 | D-Reports                   |
| 29 | S-T                         |

Children Theatre Conference [Division]

1951:

- 30-31 General Correspondence; miscellaneous correspondence
- 32 Convention – Grants
- 33-34 Special Projects
- 35-37 Committees
- 38 American Council on Education

1952:

- 38-39 General Correspondence
- 40 Directory of members; advisory council to Educational Theatre Journal
- 41 Executive Board – Minutes
- 42 Nominating Committee – Projects
- 43 Promotions – Southern California
- 44 Children's Theatre Conference [Division]
- 45-46 Assorted papers

1953:

- 47-49 General Correspondence
- 50 Directory of members; members interested in high school theatre
- 51 A – Congressional bills
- 52 Constitution – Convention
- 53 Convention – P
- 54 P
- 55 R – W
  
- 56 Special Assignment Projects:
  - Adult Education – Contests
- 57 Editorial Board – Manuscript Play Project
- 58 Motion Pictures – Theatre Architecture
- 59 Children's Theatre Conference [Division]  
National Association of Education Broadcasters: directory of members,  
and newsletters

1954:

- 60-61 General Correspondence, A-Z
- 62-64 American Theatre Association, General Correspondence, 1954
- 65-66 Conventions
- 67-69 Special Assignment Projects and final reports
- 70 Children Theatre Conference [Division]

**Series III: Executive Secretary File (of) Mouzon Law, 1955-1956:**

- 71 General Correspondence, A-F
- 72 G-L
- 73 M-R

74 S-Z  
75 General Convention Correspondence  
76 Directory of members; administrative vice president  
77 Committee – Treasurers’ Report  
78 Children’s Theatre Conference [Division]

79 Directory of members  
American Theatre Association – Convention

80 Conventions

81 Educational Theatre Journal – Requisitions

82 Secondary Schools – Time and Place Committee  
Children’s Theatre Conference [Division]

**Series IV: Executive Secretary File (of) Kenneth L. Graham, 1956-1960:**

83 General Correspondence, A-Ha  
84 He-M  
85 N-Y

86-87 Application blanks: A-Z  
88-89 Paid Invoices: A-Z

Executive Secretary File (of) Jack Morrison:  
90 General Correspondence, A-G  
91 H-R  
92 S-Z

93 American Theatre Association, 1957-1958  
94 American Theatre Association – International Month  
95 N-U

96 American Theatre Association – Convention, 1959  
97 Executive Committee – Executive School Project  
98 General subjects, 1959-1960

**Series V: Financial documents, Membership Records, and Printed Material, 1937-1958**

99-100 Financial Documents, 1937-1958  
101 Membership Records, 1953  
101-102 Application forms, 1950-1952  
103-104 Printed Materials  
105-106 Unsorted Materials