



Position Title: Part-Time Assistant for Theatrical Productions
Reports To: Department Chairperson
Department: Music, Theater and Dance Department
Prepared By/Date: Donna French/04-15-2011
Approved By/Date: Roderster Brandon/04-20-2011
Revised:

Job Code: 8308
Job Group: Class-R
Salary Grade: CT
FLSA Status: Non-Exempt

Summary:

This position is responsible for the organization and maintenance of concerts for the Music, Theater and Dance Department.

Essential Duties and Responsibilities:

- Organizes the Campus Services needs for all concerts of the Music, Theater and Dance Department
- Maintains the lighting needs for all concerts
- Provides, coordinates, and oversees a staff of stage hands for each concert
- Provides support for the entirety of each concert performance
- Organizes the dissemination of concert programs
- Provides the clean up support at the end of all concerts
- Organizes the return of any equipment to normal storage
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Ability to organize and manage multiple tasks
- Ability to operate basic computer interoffice correspondence
- Ability to maintain a flexible schedule for day, evening, and weekend events
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 30 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High School Diploma or the equivalent and one (1) year related experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name