



**Position Title:** Part-Time Assistant for Theatrical Productions

**Job Code:** 8349

**Reports To:** Department Chairperson

**Grade:** CT

**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Assistant for Theatrical Productions will be responsible for the organization and maintenance of concerts for the Music, Theater, and Dance Department.

**Duties & Responsibilities:**

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

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Associate's degree from a regionally accredited institution and two (2) years of experience
- Ability to organize and manage multiple tasks
- Ability to lift equipment

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name