Position Title: Theatre Dance Department Assistant
Hourly Rate: $7.50
Department: Theatre, Dance & Media Studies
Supervisor: Chris Johnson
Work Location: Hendricks Center for the Arts
Account Number: 04-40300-41068-00000-xxxx

Do multiple individuals hold this position at one time? ☐ Yes ☒ No

Number of positions available: 1

Work Schedule
A student in this position can expect to work 2 - 3 hours per day, 3 - 5 hours per week.
The student will work ☐ Monday thru Friday ☐ Saturday ☐ Sunday ☒ any day of the week.
Hours are available during the following times of the day: .

Department/Position Overview
Duties include assisting the dance program head with all duties related to the dance program, scheduling, rehearsals, guest artists, clerical and budget duties, video work, mail and errands, organizing archives, working with photos and organizing peers.

Description of Duties and Tasks
☒ Interact with and convey a positive attitude to visitors and the campus community in person or by phone
☐ Conform to an established work schedule; reliably work set hours as assigned
☒ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
☐ Maintain the confidentiality of departmental/employee/student information
☐ Run errands on and/or off campus, including campus mail pick-up and delivery
☐ Perform light cleaning, departmental organization, and upkeep as required
☒ Work efficiently and accurately without immediate supervision
**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here: iMovie, iDVD, VLC, Quicktime

☐ Familiarity with specific equipment, listed here:

- Completion of coursework or training, prior experience, and/or specific certifications, listed here: **Minimum of once year of dance courses, participation in dance performances and off campus events, familiarity with steps required to produce performances**

- Must be able to think independently and take initiative to complete assignments