Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Theatre Scenic Technician</th>
<th>Hourly Rate</th>
<th>$7.50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Theatre</td>
<td>Supervisor</td>
<td>Alicia Bailey</td>
</tr>
<tr>
<td>Work Location</td>
<td>Scenic Studio, Neese Theater, Kresge Theater</td>
<td>Account Number</td>
<td>01-11148-00000-00000-xxxxx</td>
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</tbody>
</table>

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

Number of positions available: 11 - 15

Work Schedule

A student in this position can expect to work hours per day, 6 - 10 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: Monday - Friday 1 pm - 5 pm, Saturday 10 am - 4 pm, some evenings.

Department/Position Overview

Will work in the scene shop in the areas of scenery, lighting, properties and sound.

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: **AutoCAD, WYSIWYG**
- Familiarity with specific equipment, listed here: **major power tools: radial arm saw, table saw, panel saw, compound miter saw, metal cutting band saw, and all hand power tools; wire feed welding equipment; lighting equipment—light board, instrumentation, intelligent lights**
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: **full day safety training required annually**
- Ability to read and understand technical drawings and to be able to process information into realized construction processes
- Knowledge of construction processes such that moment by moment actions and individual responsibility work cohesively toward the ultimate goal of a fully realized visual form, as defined by the designer
- Understand, complete, and execute assigned tasks without significant supervision. Able to listen well and comprehend assignments with relative ease
- Paint processes and procedures and EPA standards and expectations
- Problem solving capabilities
- Able to lift 50#
- Take initiative
- Be self-starter, accept—without question—personal responsibility