

Work Study Job Description
University of Montana Western
710 S Atlantic St. Dillon MT 59725

Department: FINE ARTS/Drama **Department Head:** Division Chair Brent McCabe
Drama Program Coordinator: Judy Ulrich

Classification/Name of Position: Beier & Small Auditoriums Facilities and Event Technician

Student's Supervisor: Marcus Todd **Location:** Scene Shop/Beier Auditorium 1st floor entrance – MH
Email: marcus.todd@umwestern.edu **Phone:** 406-683-7038

Qualifications for the position & the specific qualifications for the various levels/rates of pay associated with the position: Beier & Small Auditoriums Facilities and Event Technician

- Two positions available
- \$8.50-9.25/hr. depending on experience

Purpose/Role of the position:

- To serve as assistant to the theatre technical director (faculty), in managing the spaces, materials, equipment and use of the small and Beier Auditoriums, and the theatre scene shop areas– in support of academic program and class activities, campus events, and community events.

Duties/Responsibilities of the position & how they relate to the purpose/role:

- Work approximately 6 hours per week (over 2-3 days) to assist technical director in a wide variety of activities associated with two auditoriums, in support of academic program activities (e.g. class projects and events), and campus- and community-sponsored events;
- Assist in running approximately 2 performance events per month, most requiring 2 four-hour blocks of time to set up equipment, run lights and sound, and load-outs;
- Assist in supervising other students working in the auditoriums and associated spaces – for example, during equipment set-up, cleaning and painting stage floor, small scenery building projects.
- Attend weekly work study and technical production meetings (tentatively Mondays 11:20-noon).
Relationship of these duties to purpose/role of the position: there are several spaces associated with the small and Beier auditorium – including scene and costume shops, dressing rooms, bathrooms, green room, classroom, and 6 storage rooms. There is a wide variety of materials, tools, and operating procedures for each of these spaces. The spaces are open and used by students and faculty for as many as 8 hours per day/7 days per week, and the student in this position will assist the technical director (faculty) who also has only part-time duties to supervise the facilities and their use.

Preferred qualifications:

- Experience in theatre stagecraft and/or basic carpentry or painting;
- Ability to commit to working a minimum of 2 performance events per month, most requiring 2 four-hour blocks of time to set up equipment, run lights and sound, and load-outs;
- Ability to commit to minimum 6 hours per week (over 2-3 days) to assist instructors' and technical director in a wide variety of activities associated with two auditoriums, in support of academic program activities (e.g. class projects and events), and campus- and community-sponsored events;
- Ability to maintain clean workspaces and proper use of equipment and supplies;
- Commitment to timeliness and professionalism;
- Contact information for two former teachers or supervisors, who are willing to be references, is required

The Financial Aid Office will submit evaluations to each department prior to the end of each semester.