

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

Department: FINE ARTS/Drama **Department Head:** Judy Ulrich

Classification/Name of Position: Beier & Small auditorium/facilities & event assistant

Student's Supervisor: Stephen Seder

Office/Location: Shop area/Beier Auditorium 1st floor entrance – Main Hall

Email: stephen.seder@umwestern.edu **Phone:** 406 208 7108

Purpose/Role of the position:

- To serve as assistant to the theatre technical director
- To assist theatre faculty, guest artists, student directors, campus clubs, and other university departments in setting up and running productions & performances

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

- Work approximately 5 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 1 performance events per month, most requiring 2 four-hour blocks of time to set up equipment, run lights and sound, and load-outs;
- Attend work study portions of weekly meeting (this portion is the first agenda item of weekly meetings (tentatively Mondays 11:20-noon) to determine staffing of events and theatre-area related duties
- Attend production portions of the weekly meetings (see above) as needed

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 or crafting;
- Ability to commit to working a minimum of 1 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;
- Experience in running performance and speaking events is an additional preference
- 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.