



Adrian College

Student Employer: Adrian College - 110 S. Madison St. Adrian MI 49221

Department: Department of Performing Arts

Supervisor: Phillip Clark – pclark@adrian.edu

Job Title: **Student Worker:** Technical Assistant

Location: Spencer Hall, Dawson Auditorium, Downs

Purpose of Position: To assist with technical tasks as needed in the department.

Beginning and End Date: 2024-2025 Academic Year

Job Description:

Technical Assistants are responsible for providing technical support for all areas of the Department of Performing Arts productions and performances, both on and off campus. Responsibilities include assisting with the operation and maintenance of technical equipment. Other duties including assisting with ensemble rehearsal set-up and tear-down, etc., may be assigned as needed.

Candidates must be able to multi-task, self-motivate, and perform a variety of physical duties (with necessary instruction), including but not limited to lifting/moving heavy objects independently and/or with team members. Availability for assigned productions/performances is required.

Rate of Pay: This is a part time student employment position at \$10.33 for hours worked.

Hours: Up to 8 hours per week unless otherwise approved.

Required Job Skills/Qualifications:

- Ability to work occasional evenings and weekends
- Ability to set own schedule and adhere to all student employment regulations
- Flexibility in work schedule
- Ability to work independently and with others
- Ability to thrive in an active environment
- Ability to multi-task and perform multiple actions simultaneously with interruptions
- Working knowledge of Google Suite

Preferred Skills:

Basic understanding of theater lighting systems, design concepts, light board programming, presentation software programs.

Audiovisual systems including data projectors, video and laptop signals, sound systems, proper equipment handling, equipment troubleshooting.