Work Study Request
Academic Year 09-10

Unit/Department: Theatre

Supervisor Name: Glenn Stuart/Alex Zielke/Wallace Pineault

Position job/title: Production Assistant – Studio Theatre/Preston Theatre Lab

Hours Needed: 8 -10 hours per week
Production assistants are necessary in order to provide support for all of the production work undertaken by the theatre department every fall, spring and summer.
Production assistants create and distribute all theatre promotional materials: posters, programs, tickets, flyers, and press releases. They also organize and operate the theatre box office as well as maintain and expand the departmental mailing list. In addition they assist in maintaining the theatre department photo archives and assist in the design and execution of lobby displays.
Production assistants also have duties related to the construction of costumes and maintenance of the costume shop in Preston Theatre Lab. Assistance with stage property organization and storage (in both the Studio Theatre and Preston Theatre Lab) is also required. Finally, production assistants help with the maintenance of the Studio Theatre and its equipment.

This work needs to be funded for several reasons:
The work simply cannot be accomplished by full-time theatre faculty and students taking technical classes – there are not enough hours in the day to keep up with it along with all of the other responsibilities of full-time teaching (committee work, etc.).
More importantly having students do these tasks provides valuable training and praxis opportunities both in the performance of these tasks and the supervision of lesser experienced theatre students.
Finally, students experience a unique sense of ownership of the physical environment in which they rehearse, study, work and perform.
We believe these all significantly benefit the institution as a whole as well as the department and individual students.

New Skills: Organizational skills, enhanced writing and computer skills, supervisory skills, enhanced problem solving skills , enhanced ability to do independent work, technical and mechanical skills related to costume construction and equipment maintenance.

Evaluation;
The supervisor will have ongoing conversations with each assistant relative to the quality of the completed work. In addition the supervisor will observe peer supervision as well as work along with these students on various projects. Through these means both students and the supervisor will have a very clear sense of the quality of the work being performed.

Termination:
Students will be informed by the supervisor if the work is not being performed at an acceptable level. The student will be told of his/her deficiencies and given the opportunity to correct them. Failure to do so will result in termination. Organization and maintenance of stage properties.

Title: Production Assistant – Studio Theatre/Preston Theatre Lab
Department:Theatre

Reports to: Glenn Stuart, Alex Zielke, and Wallace Pineault
Length of Employment (check one): Fall __ Spring ___ Both __X__
Number of Positions to be Filled: Two(2)

Position #:115F2

Category: (Student)
Level:
Pay Rate: $7.25
Date:
Office Use Only

Position Purpose

Assist Theatre Dept. in costume construction for theatre productions in Mainstage Theatre as well as maintenance of Studio Theatre, Preston Theatre Lab, support spaces, and equipment. Creation and distribution of all publicity materials(posters, press releases, mailing list, etc). Organization and operation of theatre box office

Duties & Responsibilities

Support for

- Costume construction: measure, mark, cut, and assemble materials needed for stage costumes
- Creation and distribution of print materials – posters, programs, tickets, flyers
- Maintenance of theatre mailing list
- Maintenance of Studio and Preston Theatre Lab and equipment

Position Requirements

• **Skills & Knowledge** • Basic sewing skills(hand and machine) • Reliability • Attention to detail • Ability to supervise peers • Writing skills • Computer skills with microsoft excel, word and publisher	• **Experience** • Technical theatre experience • •	• **Education** • • •

Student Signature Date

Supervisor Signature Date

Student Financial Services Date