



Job Title: Performing Arts Student Support
Hours per week: 15-17 hrs per week
Number of positions: 2
Length of Employment: August 19, 2019 – May 15, 2020
(Financial Aid eligibility must be met every semester)

Pay rate: \$8.00
Supervisor Name: Dr. Sheila Rocha
Method of Contact: email: sheila.rocha@iaia.edu or office hours
Department Name & Code: Performing Arts - 179
Location: Performing Arts & Fitness Center (PAFC) Rm 106
Classification: Federal/State or Institutional Work-Study
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:

IAIA's Performing Arts department is committed to providing opportunities for our IAIA scholars to learn alongside industry professionals in an atmosphere that provides valuable resume-building experience. The student workers will have both technical and clerical duties and serve as production support for in-house performances, as well as manage and maintain equipment inventory. It is, at times, a high-profile position in which interaction with both the public and outside performers requires professionalism and organization.

Job Description/Responsibilities:

Under regular guidance:

- ◆ Assist as needed in all areas of performance arts including some technical theater
- ◆ Maintain, check-out and inventory musical instruments and equipment
- ◆ Administrative support as needed
- ◆ Production work including ushering, greeting and house management. Will include some lifting of up to 30 lbs
- ◆ Supervise fellow student volunteers and work with visiting artists
- ◆ Maintain a professional demeanour as a representative of IAIA and the Performing Arts Department

General Qualifications:

- ◆ General knowledge of theater, music or film technology preferred
- ◆ Reliable and responsible
- ◆ Some evening and week-end hours required
- ◆ Assist as needed in all areas of performing arts
- ◆ Maintain a cumulative grade point average of 2.5 or higher
- ◆ Be at least a part-time student (6 credit hours)
- ◆ One of the positions requires the student to be eligible for Federal or State Work Study
- ◆ Have the ability to lift up to 30 lbs
- ◆ Audio/sound and lighting experience a plus

Evaluation Procedure(s) and Schedule: Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14).

Review of team performance will take place in October of Fall 19 semester.