**Job Title:** Performing Arts Student Support  
**Hours per week:** 20 hrs per week  
**Number of positions:** 1  
**Length of Employment:** AY2019-20: January 23, 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 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 worker will have technical (including theatre production support), clerical and public relation duties. 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 technical theater  
♦ Maintain, check-out and inventory musical instruments and equipment  
♦ Administrative support as needed  
♦ Production work including ushering, greeting and house management. May 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)  
♦ Have the ability to move chairs and instruments  
♦ 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).