



Job Title: Performing Arts Student Support
Hours per week: **18-20 hrs per week**
Number of positions: **2**
Length of Employment: **AY2019-20:** August 31, 2020 – December 11, 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: **On-Campus**
Classification: **Federal/State Work-Study or Institution**
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 virtual, on-line student worker will assist in public relations and recruitment activities with the ability to *work independently and meet deadlines.*

Job Description/Responsibilities:

Under regular guidance:

- ◆ Work in technical theatre in the Black Box theater
- ◆ Exercise safety protocols and social safety practices
- ◆ Follow directions and work independently
- ◆ Maintain a professional demeanour as a representative of IAIA and the Performing Arts Department
- ◆ Ability to move seating and inventory instruments and equipment

General Qualifications:

- ◆ General knowledge of theater, music or film technology preferred
- ◆ Reliable and responsible
- ◆ Maintain a cumulative grade point average of 2.0 or higher
- ◆ Be at least a part-time student (6 credit hours)

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