Job Title: AIHEC and Production Assistant
Hours per week: 15-20
Number of positions: 1
Length of Employment: January 17, 2023 – May 12, 2023
(Academic progress must be met every semester to continue)
Pay rate: $11.50
Supervisor: Jonah Winn-Lenetsky
Contact: jonah.winn-lenetsky@iaia.edu
Department Name & Code: Performing Arts & Fitness Center 179
Location: Federal/State or Institutional Work-Study
Employer Name/Address: 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:
AIHEC Assistant and Production Assistant

Job Description/Responsibilities/Abilities:
Student will serve as a production assistant and help with performance in a variety of capacities. They will also help to coordinate and facilitate the One-Act competition for the AIHEC conference. They will assist in a variety of capacities and be called upon to help out with classes and shows when they are available. Nights and weekends may be necessary. A proficiency with computers, MS Word and Excel will be important.

General Qualifications:
A proficiency with computers, MS Word and Excel will be important. Also, a willingness to do a variety of tasks as needed for the department.

Background Check: Students who reside off-campus are required to have a Background Check done. The fee for this process is paid for by the hiring department.