



Job Title: Performing Arts Student Assistant and Technician

Hours per week: 12-20 with sensitivity to student's schedule

Number of positions: 1

Length of employment: January 23, 2017 thru May 12, 2017

Pay Rate: \$7.50 per hour

Supervisor Name: Dr. Sheila Rocha

Department Name & Code: Performing Arts - 171

Location: Science and Technology Building, Office #4

Classification: Federal/State Work Study

Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role of the Student's Position within the Organization: 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 any student performances, as well as manage and maintain musical instrument inventory.

Job Duties/Responsibilities & Relationship to Purpose/Role:

Under regular guidance:

- ◆ Assist as needed in all areas of performance arts
- ◆ Technical management of any musical software programs
- ◆ Maintaining and inventory of musical instruments
- ◆ Clerical support as needed
- ◆ Production work that could include ushering and house management
- ◆ Supervise fellow students and work with visiting artists
- ◆ Maintain a professional demeanour as a representative of IAIA and the Performing Arts Department

General Qualifications:

- ◆ Ability to support all areas of performing arts
- ◆ Technical experience with such software programs as GarageBand or Sibelius
- ◆ Maintaining a cumulative grade point average of 2.5 or higher
- ◆ Be at least a part-time student (6 credit hours)
- ◆ Be eligible for FWS
- ◆ Have the ability to lift up to 30 lbs
- ◆ Ability to collaborate with and direct others
- ◆ General knowledge of sounds systems and musical instruments preferred

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