



**Job Title:** Performing Arts Student Monitor & Stage Assistant

**Hours per week:** 20

**Number of positions:** 1

**Length of Employment:** January 17, 2018 – May 11, 2018  
(Note: Financial Aid eligibility must be met every semester)

**Pay rate:** \$8.00

**Supervisor:** Dr. Sheila Rocha

**Department Name & Code:** Performing Arts - 179

**Location:** Performing Arts Fitness Center Rm 106

**Classification:** **Must have** Federal or State Work-Study only

**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 any student performances, as well as manage and maintain musical instrument inventory.

### **Job Description/Responsibilities:**

Under regular guidance:

- ◆ Monitor and oversee use of performance spaces. Availability to include *evening* hours (after 6:00 pm)
- ◆ Professional demeanour representative of IAIA and the Performing Arts Department
- ◆ Assist as needed in all areas of the Performing Arts
- ◆ Monitor and oversee use of performance spaces
- ◆ Work with students and faculty
- ◆ Maintaining and inventory of musical instruments
- ◆ Clerical support as needed
- ◆ Production work that could include ushering and house management. May include some lifting of up to 30 lbs

### **General Qualifications:**

- ◆ Timeliness and reliability
- ◆ General knowledge of theater or film technology preferred
- ◆ 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)
- ◆ Be eligible for Federal or State Work Study
- ◆ Have the ability to lift up to 30 lbs
- ◆ Technical experience with such software programs as GarageBand a plus

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