



**Job Title:** Performing Arts Student Support  
**Hours per week:** 20  
**Number of positions:** 2  
**Length of Employment:** August 20, 2018 – May 17, 2019  
(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  
**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:

- ◆ Assist as needed in all areas of performance arts including technical theater
- ◆ Maintain and inventory and equipment
- ◆ Office 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:**

- ◆ 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
- ◆ Sound experience a plus

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