

# **UNDERGRADUATE ASSISTANTSHIPS**

## **AVAILABLE IN THE THEATRE**

### **2011/12 academic year**

**This year Theatre Simpson has been awarded seven undergraduate assistantships. These assistantships are excellent opportunities for students interested in expanding their skills in specific areas of the theatre. The positions offer leadership opportunities and the pay rate is higher than other workstudy positions.**

**Lighting Assistant**  
**Audience Services Assistant**  
**Sound Assistant**  
**Costume Assistant**  
**Technical Assistant**  
**Production Assistant**  
**Marketing Assistant**

**Applications will be accepted beginning January 17.**

Students will be able to log in to the Simpson College CareerPaths career management system and submit their cover letter and resume directly to the supervisor(s) of the position(s) they are interested in. <http://simpson-csm.symplicity.com>. You can, and are encouraged to, apply for more than one position. Also, if you are interested in a position you should apply. Don't make the assumption that someone else is applying or that someone else will get the job.

**Application deadline is February 11.**  
**The system will not accept any applications after that date.**

Students who will be sophomores, juniors or seniors during the 2011-2012 academic year are eligible to apply.  
Students must have a 2.75 GPA at the time of application.  
Undergraduate assistants will earn \$8.25 per hour.

# **MARKETING ASSISTANTSHIP**

- \* Will assist in developing a marketing plan for the 2011/12 academic year.**
- \* Will assist with the general marketing of the productions, including add material to community calendars, distributing posters and table tents.**
- \* Will contact departmental faculty, staff, and students for story ideas.**
- \* Will develop content for the departmental web site, Facebook page and blog (this will include stories, photos, and videos).**

# **PRODUCTION ASSISTANTSHIP**

- \* Will serve as stage manager for one theatre production annually as casting and schedules permit**
- \* Will train all production stage managers and assistant stage managers.**
- \* Will help to facilitate the communication between individual stage management teams and the department, including helping stage managers develop clear production and tech week calendars.**
- \* Will keep an ongoing record of all rehearsal and performance reports and design/production meeting minutes.**
- \* Will help to facilitate the smooth running of departmental activities in BPAC through updating and maintaining departmental callboards, including the sign-up sheets for rehearsal spaces.**
- \* Will maintain the organization of the storage spaces for rehearsal furniture, props and costumes.**
- \* Will serve as building monitor for outside events assigned by the Assistant Technical Director.**

## **Audience Services Assistant**

- \* Will serve as "Box Office or House Manager" whenever circumstances permit, for all theatre productions annually.**
- \* Will assist faculty and staff by organizing and executing various audience services activities.**
- \* Will have primary full-time supervision of the Box Office, Cloak Room, and Lobbies and all equipment and accouterments therein.**
- \* Will supervise, train and schedule individual box office crew (including scholarship students) and individual Box Office and House Managers whenever other personnel are assigned these tasks for specific productions.**

## **Lighting and Electrics Assistant**

- \* Will serve as "Lighting Designer" for 1 or more theatre productions annually as casting and schedules permit.**
- \* Will assist the lighting designers in the organization, execution and maintenance of the lighting and equipment for productions.**
- \* Will serve as "Master Electrician" for all BPAC productions & events.**
- \* Will facilitate the lighting and running of most non-departmental events scheduled in Pote theatre by other departments and held during times when students can reasonably be expected to be on campus.**
- \* Will supervise the storage and maintenance of all lighting equipment in BPAC.**
- \* Will supervise and train work-study and practical component personnel.**
- \* Will supervise preparation of lighting equipment and storage areas for DMMO occupancy**

# **Technical Theatre Assistant**

- \* Be available to work eight (8) hours per week.**
- \* Show interest and enthusiasm in learning new construction techniques.**
- \* Serve as Technical Director for one or as Run Crew Head for two or more productions per year or two.**
- \* Assist the Supervisor in planning the construction schedule for Theatre Simpson and Music at Simpson production constructed by the scene shop.**
- \* Supervise small crews in the construction of scenery and maintenance of spaces and systems.**
- \* To oversee complete construction of particular set pieces, chosen specifically by and for the Assistant during production schedule.**
- \* Assist the Technical Director in the maintenance of sound equipment in Pote and Barnum Theatres.**

## **Costume Assistant**

- \* Will serve as "Wardrobe Master" for 2 or more theatre productions annually as casting and scheduling allow.**
- \* Will assist the "Costume Designers" and "Costume Shop Supervisor " by assisting in the organizing, acquiring, constructing and maintaining of costumes for Theatre Simpson productions.**
- \* Will have primary full-time responsibility for supervision of the storage and maintenance of the inventory of stock costumes.**
- \* Will supervise small numbers of work study and THTR 112 practical component personnel, on an as-needed basis.**
- \* Will assume the exclusive responsibility for organizing and maintaining costumes available to students for use in directing and acting projects.**
- \* Will demonstrate strong leadership skills in the direction of other students as well as develop self direction to pursue additional projects as needed.**

## **Sound Assistant**

- \* Will serve as "Sound Designer" or "Sound Engineer" for 2 or more theatre productions annually as casting and schedules permit.**
- \* Will assist the Sound Designers in the organization, recording, execution and maintenance of the lighting and equipment for productions.**
- \* Will facilitate the sound requirements and running of most non-departmental events scheduled in Pote theatre by other departments and held during times when students can reasonably be expected to be on campus.**
- \* Will have primary full-time supervision of the storage and maintenance of all sound equipment (particularly the maintenance of the sound recording, editing, and playback computer workstations and associated software).**
- \* Will normally assist in the supervision of production Sound Designers and board operators for each production.**