

## ***Application Process***

- *To apply, email your resume and cover letter to the Department Chair.*
  - *Resumes should include any relevant skills & work experience.*
  - *Cover letters should explain why you want the position, why you think you're a good fit for it, and what ideas / skills / assets you might bring to the position.*
- *Applications are due on **April 15, 2020**.*

## **General Information**

(for all department jobs)

All departmental jobs require a serious commitment of approximately 5-10 hours per week. Exact schedule needs vary from week-to-week and job-to-job (some jobs are more flexible than others), but all student employees should plan to spend approximately 70-140 hours per semester on their departmental job.

Most positions require a 30-minute weekly/periodic meeting with the faculty/staff supervisor; and shop managers are expected to hold consistent weekly shop hours.

## **GCA Scheduler**

*Faculty Supervisor: GCA Director (Prof. Dale Daigle)*

1. Maintain up-to-date calendars for all Theatre & Dance rehearsal and meeting spaces, including the Rehearsal Room, Green Room, Seminar Room, and Tawes Theatre.  
Scheduling work includes:
  - Entering bookings for recurring and planned events, such as work calls, load-ins, and performances.
  - Soliciting and responding to schedule requests from students and faculty.
2. Perform various facilities-related tasks, including maintenance of Rehearsal Room, Green Room, Seminar Room, or other GCA spaces.
3. Perform administrative work, run errands, and manage various miscellaneous projects for the Director of the Gibson Center.
4. Mentor incoming student employee(s) and maintain job memo document, outlining specific duties, practices, and FAQs of this position.
5. Other duties, as assigned, may include weekly meetings.

*\*This position requires particular timeliness, professionalism, attention to detail, foresight, and frequent, clear communication.*

## **Photographer & Social Media Coordinator**

*Faculty Supervisor: Department Chair (Prof. Laura Eckelman)*

1. Develop Publicity Calendar, outlining all deadlines and goals for the year (including season announcements, ticket launches, event promotions, weekly/monthly features, Instagram takeovers, etc. – in consultation with Chair & House Managers)
2. Take, gather, compile, and edit photographs of departmental events. This includes:
  - Consult with faculty/staff regarding photo opportunities in upcoming workshops, classes, rehearsals, etc.
  - Solicit images and other materials from students, staff, and attendees
  - Request permission (to print, post, & tag) from image subjects and related groups
  - Organize images and share with Chair
3. Plan and coordinate social media and other departmental publicity, including:
  - Collect & share social media content, including images, stories, events, etc.
  - Arrange social media “takeovers” and other publicity strategies
  - Network with related individuals/groups/institutions
4. Administer WC Theatre & Dance Facebook, Twitter, Instagram, and other social media accounts. This includes:
  - Maintain links among various online accounts & profiles (with Chair & House Managers)
  - Research, propose, and pursue new social media & publicity opportunities
5. Mentor incoming student employee(s) and maintain job memo document, outlining specific duties, practices, and FAQs of this position.
6. Other duties, as assigned, including periodic meetings.

***\*Experience with DSLR photography, photo editing (using Adobe Photoshop), and strategic marketing is encouraged but not required.***

## Graphic Designer

*Faculty Supervisor: Production Manager (Prof. Laura Eckelman)*

1. Develop Graphic Design Calendar, outlining deadlines and goals for the year.
2. Create posters and programs for all Theatre & Dance productions. This process includes:
  - acquiring production information from producers / faculty
  - graphic design & layout
  - proofreading & copy editing
  - soliciting feedback from producers / faculty
  - completing requested edits
  - submitting final versions for digital archival, printing, and social media
3. Retrieve printed posters; distribute / hang posters in town and on campus. Maintain and update poster distribution list.
4. Retrieve and deliver printed programs to House Managers. Manage reprints, as needed.
6. Create and distribute posters for other departmental activities, such as Drama Drafts and SCE Mixers.
7. Generate other graphic materials needed by the department (for social media, website, etc.)
8. Mentor incoming student employee(s) and maintain job memo document, outlining specific duties, practices, and FAQs of this position.
5. Other duties, as assigned, including periodic meetings.

***\*Experience with graphic design / illustration (especially Adobe InDesign, Illustrator, and/or Photoshop) is encouraged but not required.***

## House Managers (2 People)

*Faculty Supervisor: Production Manager (Prof. Laura Eckelman)*

7. Manage ticket reservations for all Theatre & Dance productions. This includes:
  - Administer Eventbrite online box office (create events, manage reservations)
  - Administer THE Box Office voicemail (x7835)
  - Administer THE Box Office email account (theatre\_tickets@washcoll.edu)
  - Setup outgoing voicemail and auto-reply email messages
  - Check accounts regularly for new ticket reservations
  - Follow up with any questions or concerns
8. Anticipate and manage audience needs. This includes:
  - Attend final rehearsals for all departmental productions
  - Consult with directors and stage managers regarding late seating, actor entrances/exits, house opening/closing, necessary signage, and logistics
  - Take notes and consult with Chair regarding sensitive content, potential audience challenges, and other FOH issues.
9. Manage FOH operations for all departmental performances. This includes:
  - Take tickets and managing waiting list
  - Handle customer service questions & requests
  - Take/give control of the house (with stage manager)
  - Adapt and deliver pre- and post-show announcements at every departmental performance (in consultation with Production Manager & student producer)
  - Compile and submit student performance attendance records
10. Maintain audience safety protocols for all departmental performances. This includes:
  - Complete individual FOH training with Technical Director.
  - Attend THE400 Ushering Workshop (2<sup>nd</sup> weekend of each semester).
  - Train, position, & supervise ushers for departmental performances.
  - Submit ushering records to THE400 instructor.
11. Mentor incoming student employee(s) and maintain job memo document, outlining specific duties, practices, and FAQs of this position.
12. Other duties, as assigned, including periodic meetings.

*\*The House Manager positions require consistent availability on Thursday, Friday, and Saturday evenings throughout the year. A Season Calendar is available from the Production Manager.*

*\*House Managers enrolled in THE400 should contact the instructor during the first 2 weeks of the semester to make accommodations for their ushering requirement.*

## Costume Shop Manager

*Faculty Supervisor: Departmental Technical Director (Hannah D'Elia)*

1. Maintain the Costume Shop, including:
  - Keep shop tidy, organized, and clean
  - Initiate and complete new organizational projects
  - Consult with TD / Production Manager about supplies and resources
  - Maintain/update Costume Rental Forms & other shop paperwork
  - Maintain Wardrobe Kit
2. Inform & instruct the department regarding Costume Shop policies, including:
  - Run the Costume Shop Top-of-Semester Production Orientation Workshop (2<sup>nd</sup> weekend of each semester)
  - Visit Directing, Adaptation, Devising, Advanced Acting, and other classes (as needed) to explain sign-out policies and arrange dedicated shop visitation time
3. Manage all costume rentals and returns, including:
  - Meet with directors, costume designers, stage managers, and costume assistants to view inventory and pull costume pieces
  - Sign costumes in and out to designated individuals
  - Inspect, maintain, and launder returned costumes
  - Follow-up as needed regarding late returns, missing pieces, etc.
  - Report significant damage or missing pieces to Technical Director
4. Oversee costume-related aspects of all departmental load-ins and strikes, including:
  - Load-Ins: hand over signed-out costumes, answer questions, and address any concerns; setup dressing rooms and quick-change areas, as needed
  - Strikes: receive, launder, and restock all borrowed and purchased costume, hair, and makeup items; clean out dressing rooms
  - *Student Shop Managers may miss one load-in and/or strike per semester, with advance permission of the Technical Director.*
5. Oversee other costume-related departmental activities, including:
  - Supervise fittings, work calls, and other events in the costume shop
  - Assist with other costume-related departmental programming, such as sewing workshops
6. Maintain regular availability and timely communication for costume shop appointments and drop-ins, including:
  - Scheduling & communicating 3-5 consistent weekly “shop hours”
  - Responding promptly (within 24 hours) to requests for shop appointments
7. Mentor incoming student employee(s) and maintain job memo document, outlining specific duties, practices, and FAQs of this position.

8. Additional duties, as assigned, including weekly meetings.

***\*Experience with costumes is encouraged but not required.***

*\*The Shop Manager positions require consistent availability on Saturday nights and Sunday mornings throughout the year. A full Season Calendar is available from the Production Manager.*

*\*Shop Managers enrolled in THE400 should contact the instructor during the first 2 weeks of the semester to make accommodations to their strike/load-in requirements.*

## Property Shop Manager

*Faculty Supervisor: Departmental Technical Director (Hannah D'Elia)*

1. Maintain the Prop Shop, including:
  - Keep shop tidy, organized, and clean
  - Initiate and complete new organizational projects
  - Consult with TD / Production Manager about supplies and resources
  - Maintain/update Prop Rental Forms & other shop paperwork
2. Inform & instruct the department regarding Prop Shop policies, including:
  - Run the Prop Shop Top-of-Semester Production Orientation Workshop (2<sup>nd</sup> weekend of each semester)
  - Visit Directing, Adaptation, Devising, Advanced Acting, and other classes (as needed) to explain sign-out policies and arrange dedicated shop visitation time
3. Manage all costume rentals and returns, including:
  - Meet with directors, props coordinators, stage managers, and assistants to view inventory and pull props and prop crafting supplies
  - Sign props in and out to designated individuals
  - Inspect, maintain, and clean / repair returned costumes
  - Follow-up as needed regarding late returns, missing pieces, etc.
  - Report significant damage or missing pieces to Technical Director
4. Oversee prop-related aspects of all departmental load-ins and strikes, including:
  - Load-Ins: hand over signed-out props (including lock-up props), answer questions, and address any concerns; help setup prop tables, as needed
  - Strikes: receive and restock all borrowed / purchased prop items
  - *Student Shop Managers may miss one load-in and/or strike per semester, with advance permission of the Technical Director.*
5. Maintain regular availability and timely communication for prop shop appointments and drop-ins, including:
  - Scheduling & communicating 3-5 consistent weekly “shop hours”
  - Responding promptly (within 24 hours) to requests for shop appointments
6. Mentor incoming student employee(s) and maintain job memo document, outlining specific duties, practices, and FAQs of this position.
7. Additional duties, as assigned, including weekly meetings.

***\*Experience with props is encouraged but not required.***

*\*The Shop Manager positions require consistent availability on Saturday nights and Sunday mornings throughout the year. A full Season Calendar is available from the Production Manager.*

*\*Shop Managers enrolled in THE400 should contact the instructor during the first 2 weeks of the semester to make accommodations to their strike/load-in requirements.*

## Lighting Shop Manager

*Faculty Supervisor: Resident Designer (Prof. Laura Eckelman)*

1. Maintain the lighting, sound, and video storage areas and the Light Lab, including:
  - Keep both spaces tidy, organized, and clean
  - Return unused equipment and materials to designated areas
  - Maintain reasonable stock of lamps, gel, etc.
  - Maintain/update Lighting Change Sheet, Gobo Inventory, & other shop paperwork
2. Maintain stock of color, templates, and accessories, including:
  - Check, sort, and file used color & templates
  - Discard “spent” materials, cutting scraps into largest usable sizes
  - Periodically check color files for burned color, partial sheets, etc.
  - Communicate with supervisor regarding low stock, organizational needs, etc.
3. Maintain all lighting, sound, and video systems and equipment (in consultation with supervisor), including:
  - Assist with semi-annual Tawes Rep Plot focus
  - Maintain focus and functionality of Tawes & Decker lighting / sound systems
  - Troubleshoot lighting / sound issues, consulting with supervisor as needed
4. Inform & instruct the department regarding lighting & sound system policies, including:
  - Run the Lighting Top-of-Semester Production Orientation Workshop (2<sup>nd</sup> weekend of each semester)
  - Visit Directing, Adaptation, Devising, Advanced Acting, and other classes (as needed) to explain rep plot policies, provide basic instructions, and oversee technical rehearsals
5. Prepare equipment and agenda for departmental productions, including:
  - Meet with lighting designer to discuss needs, complete Lighting Change Sheet, and check inventory for added fixtures/accessories/color/templates.
  - Prepare equipment and work list for load-in
  - Consult with Technical Director and producer regarding load-in plan
6. Oversee lighting/sound/projection-related aspects of all departmental load-ins and strikes, including:
  - Load-Ins: supervise all lighting/sound/projection work (assigning teams, delegating tasks, and teaching/mentoring as needed), answer questions, and address any concerns
    - Lighting/sound/projection work includes: hanging & patching new fixtures, adding speakers & microphones, creating new ION & QLab show files, conducting channel/speaker check, etc.

- Strike: supervise lighting/sound/projection rep plot restoration
  - *Student Shop Managers may miss one load-in and/or strike per semester, with advance permission of the Technical Director.*
7. Oversee other lighting/sound/projection-related departmental activities, including:
    - Supervise work calls and other events in the lighting shop
    - Help run lighting-related work calls (including focus) in Tawes and Decker
    - Assist with other lighting/sound/projection-related departmental programming, such as instructional workshops
  8. Maintain regular availability and timely communication for lighting shop appointments and drop-ins, including:
    - Scheduling & communicating 3-5 consistent weekly “shop hours”
    - Responding promptly (within 24 hours) to requests for shop appointments
  9. Mentor incoming student employee(s) and maintain job memo document, outlining specific duties, practices, and FAQs of this position.
  10. Additional duties, as assigned, including weekly meetings.

***\*Experience with lighting, sound, and/or video is encouraged but not required.***

*\*The Shop Manager positions require consistent availability on Saturday nights and Sunday mornings throughout the year. A full Season Calendar is available from the Production Manager.*

*\*Shop Managers enrolled in THE400 should contact the instructor during the first 2 weeks of the semester to make accommodations to their strike/load-in requirements.*

## Scene Shop Assistants (3 People)

*Faculty Supervisor: Departmental Technical Director (Hannah D'Elia)*

1. Fabricate, install, repair, paint, dress, and strike scenic elements for all departmental productions (in consultation with TD and designers).
2. Attend and help supervise departmental tech labs, work calls, load-ins, strikes, workshops, and other scenic-related departmental events.
  - *At least one Scene Shop Assistant must be present at every SCE strike.*
  - *All Scene Shop Assistants must attend all faculty show strikes.*
3. Maintain the Scene Shop, including:
  - Keep shop tidy, organized, and clean
  - Return unused equipment and materials to designated areas
4. Maintain furniture storage, including:
  - Supervise visits to stock by scenic designers, directors, and prop masters
  - Reserve pieces for upcoming shows
  - Remove and return furniture to/from storage before/after each show
5. Additional duties related to this position as assigned.

***\*To be eligible, students must have taken and passed THE231 (or received special permission from the TD).***

*\*The Scene Shop Assistant position requires availability on at least 2 afternoons, as well as Saturday nights and Sunday mornings throughout the year. A full Season Calendar is available from the Production Manager.*

*\*Shop Managers enrolled in THE400 should contact the instructor during the first 2 weeks of the semester to make accommodations to their work call and strike/load-in requirements.*