

TEXAS PERFORMING ARTS
STUDENT ASSISTANT POSITION DESCRIPTION

ABOUT THE EMPLOYER: Texas Performing Arts serves The University of Texas at Austin campus and the Central Texas community at large through a diverse season of exciting live performances, free campus and community engagement events, educational youth programs, and a robust UT Student Engagement Program. Each year we present our Essential Series performances including dance, classical, voice, film, conversation, and more, as well as the Lexus Broadway in Austin Season, and touring concerts and comedy. Behind the scenes, our prop, scene, and paint shops support College of Fine Arts student productions.

Through our Student Employment Program, we provide hands-on professional work experiences alongside industry professionals in nearly every department for undergraduate and graduate UT students from across campus.

JOB TITLE: Texas Performing Arts Graduate Academic Assistant (UT Position 0071 – Assistant (Graduate))

POSITIONS AVAILABLE: 1

SUPERVISOR: Kathy Panoff and Tim Rogers

HOURS PER WEEK: 10

WAGE: \$12.25/hour

JOB SUMMARY: The Graduate Academic Assistant will work with the Texas Performing Arts Director and Associate Dean and the Texas Performing Arts Student Engagement Coordinator to assist in the organization, coordination, and preparation for two courses offered by Texas Performing Arts: in the Fall Semester, FA 365 – Fundraising in the Arts; in the Spring Semester, FA 313 – Engaging with the Arts from the Audience.

DUTIES AND RESPONSIBILITIES:

- Provide general administrative support for the course instructor.
- Prepare materials for the course, including readings, copies, and other needed items.
- Complete clerical work related to record-keeping for the course.
- Coordinate all logistical matters with guest speakers.
- Assist enrolled students with logistical questions and concerns throughout the course.
- Assist in grading of assignments.
- Set-up and manage Canvas site for course
- Set-up and manage Weblog for course
- Represent Texas Performing Arts by presenting a pleasant and professional demeanor through all interactions.
- Arrive on time for work and maintain a reliable attendance record.
- Dress appropriately for working in a casual, yet professional environment.

University of Texas at Austin is an Affirmative Action/Equal Employment Opportunity employer.

REQUIRED QUALIFICATIONS:

- Graduate standing at the University of Texas at Austin
- Strong written and verbal communication skills
- Demonstrated ability to work independently
- Strong attention to detail
- Availability Tuesday and Thursday from 12:00pm-2:30pm during the Fall Semester
- Excellent interpersonal skills and willingness to work with diverse communities.
- Working knowledge of Microsoft Office programs (Word, Excel, PowerPoint).

PREFERRED QUALIFICATIONS:

- Availability through the 2017-2018 school year.
- Experience as an academic assistant in a collegiate setting.
- Interest in Arts Management.

BENEFITS:

- Real world experience working in a non-profit arts presenter.
- Opportunities for advancement, wage increases, and growth in responsibilities.
- Professional development opportunities and support.
- Offers of comp tickets for some performances.

TO APPLY: Create a single file containing a Letter of Interest, current Resume, and your work availability and save in either Word or PDF format. Send this file and a copy of Work-Study award, if applicable, to Tim Rogers at trogers@texasperformingarts.org .