

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: Business Office Student Assistant (Federal Work-Study students are encouraged to apply)

POSITIONS AVAILABLE: 1

SUPERVISOR: Kristi Lampi

HOURS PER WEEK: 10-12

WAGE: \$8.00/hour

JOB SUMMARY: Assist the Business Office with general office support related to the management of Texas Performing Arts.

DUTIES AND RESPONSIBILITIES:

- Perform general office and clerical tasks, including: filing, data entry, data retrieval, photocopying, and operating office machines.
- Process hourly payroll vouchers.
- Process payment vouchers and department deposits.
- Enter payroll into FileMaker database.
- Deliver/pickup vouchers, contracts, reports, and documents across campus.
- Represent Texas Performing Arts with a pleasant and professional demeanor through all interactions.
- Arrive on time for work and maintain a reliable attendance record.
- Dress appropriately for work in a casual, yet professional work environment.

REQUIRED QUALIFICATIONS:

- Must be detail oriented, dependable, and flexible with disposition of duties.
- Demonstrated ability to maintain confidentiality.
- Must have a valid Texas Driver's License and acceptable driving record.
- Possess good customer service skills, be able to work well in a team environment, and present a professional demeanor.

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

PREFERRED QUALIFICATIONS:

- Working knowledge of Excel, Word, and FileMaker Database.
- An interest in Fine Arts, Business, or Accounting.

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.