

TEXAS PERFORMING ARTS  
STUDENT ASSISTANT POSITION DESCRIPTION

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**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: Campus & Community Engagement Senior Student Associate (Graduate Student position)**

**POSITIONS AVAILABLE: 1**

**SUPERVISOR:** Brenda Simms

**HOURS PER WEEK:** 6

**WAGE:** \$12.00/hour

**JOB SUMMARY:** The Senior Student Associate will work with the Campus and Community Engagement staff on a range of projects involving various educational events for area middle and high schools each season to include lesson plans, classroom visits, and student evaluation. Emphasis is on the integration of performing arts experiences into the general curriculum to provide students with historical and cultural awareness and to build vocabulary and critical thinking skills.

**DUTIES AND RESPONSIBILITIES:**

- Assist in the creation of educational materials for season events for middle and high school students.
- Support supervisor with presentation of lesson materials at area schools.
- Collaborate with staff to maintain the website, including updating videos and photo galleries.
- Assist with the distribution, collection, and analysis of survey data for youth events.
- Communicate regularly with area arts educators to further the reach and depth of our partnerships.
- 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.

**REQUIRED QUALIFICATIONS:**

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

- Graduate student with strong background in education and curriculum development; strong familiarity with and understanding of the performing arts.
- Strong writing and research skills.
- Excellent interpersonal skills and willingness to work with diverse communities.
- Working knowledge of Microsoft Office programs (Word, Excel, PowerPoint).

**PREFERRED QUALIFICATIONS:**

- Classroom teaching experience, specifically Language Arts
- Availability through the 2017-2018 school year.

**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](mailto:trogers@texasperformingarts.org) .