

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: Marketing/Video Production Student Assistant**

**POSITIONS AVAILABLE: CURRENTLY ACCEPTING APPLICATIONS FOR FALL 2017**

**SUPERVISOR:** Gene Bartholomew

**HOURS PER WEEK:** 10-15

**WAGE:** \$8.00/hour

**JOB SUMMARY:**

The TPA Marketing Team is looking for a self-starter with a knack for creating compelling videos to join our team. Not only will your videos be featured on our brand new website, videos will be used for social media, as well as KLRU season ads. Videos aren't all you'll do or learn though. The Marketing/Video Production Student Assistant will also work closely with the Marketing/Communications Student Assistant on student-focused marketing initiatives to help increase awareness and engagement around campus and participate in Essential Series outreach brainstorming and special projects.

**DUTIES AND RESPONSIBILITIES:**

- Create videos as needed for various Texas Performing Arts initiatives including, but not limited to, Essential Series promotion, patron interviews, and Student Engagement.
- Conduct video interviews during work hours and at some evening performances.
- Co-create and implement student-focused marketing plans for Texas Performing Arts performances.
- Post marketing collateral in the campus area.
- Assist in the organization of promotional materials for distribution.
- Establish relationships and collaborate with other student organizations on campus and maintain a database of local contacts and partners.
- Research all artists appearing at Texas Performing Arts.
- Attend and contribute in weekly marketing meetings.

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

- Assist Graphics Department with print and web ad templates using Adobe Creative Suite (InDesign and Photoshop).
- Work with Hook 'em Arts and provide marketing support for their efforts.
- Attend periodic Hook 'em Arts meetings.
- 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 environment.
- Various projects as assigned.

#### 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.

#### REQUIRED QUALIFICATIONS:

- Previous experience in video production.
- Working knowledge of Mac OS and Microsoft Office.
- A valid Texas driver's license and acceptable driving record.
- Current pursuit of an RTF or related degree.

#### PREFERRED QUALIFICATIONS:

- Working knowledge of Adobe Creative Suite.
- Active involvement with Hook 'em Arts.
- Ability to take initiative.

TO APPLY: Create a single file containing a Letter of Interest, current Resume, including video samples, 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).