

## 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: Campus and Community Engagement Student Assistant (Federal Work-Study students are encouraged to apply)**

POSITIONS AVAILABLE: **1**

SUPERVISOR: Judith Rhedin

HOURS PER WEEK: 5

WAGE: \$10.50/hour

**JOB SUMMARY:** The Student Assistant will work in Campus and Community Engagement (C& CE) on a range of projects. Work entails developing a good understanding of various C& CE activities: logistics for pre and post events including master classes, workshops, lectures and community-wide events. Students will update C & CE information and ticket request data each season; reviewing images and making suggestions for the Year in Review publication, and other projects as assigned.

### DUTIES AND RESPONSIBILITIES:

- Assist with pre-event logistics (design signage and promotional materials, and research performers and genres, track ticket records) and with post-event logistics.
- Help maintain departmental archives/databases, i.e. Photo/Media Archive, Event Statistics, Feedback and Research Files, Program Evaluations, Education Contacts.
- Assist in preparation & execution of Campus and Community Engagement brochures, etc).
- 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:

- Have strong writing and research skills.
- Possess excellent interpersonal skills and a willingness to work with diverse communities.
- Have a working knowledge of Microsoft Office programs (Word, Excel, PowerPoint).
- Be reliable, flexible, self-motivated, and meticulous.



- Be able to produce excellent work independently with minimal supervision

ADDED VALUE:

- 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).

