Student Job Description

Department: Dance
Location: Henle Dance Pavilion

Supervisor's Name: Kathie Herrington and Miryam Moutillet

Please indicate hours/shifts available: Mondays - Fridays, day time

Rate of Pay: minimum wage

Purpose/Role of the Position(s) within the Department:
Student Dance Program Assistant

Duties and Responsibilities:
• Serve as an assistant to the Director
• Assist with billing
• Handle attendance sheets
• Photocopy course material, forms and publicity
• Publicize dance concerts
• Make music masters for dance productions
• Distribute publicity posters on campus
• Make copies of videotapes of performances
• Re-shelve and organize costumes in the studio closet before and after performances
• Assist in maintenance of email list
• Additional duties as assigned

Qualifications for the Position:
• Must be available at the beginning of each term and before and after dance productions
• Requires initiative
• Looking for an energetic collaborator who wants to enhance his or her administrative skills