

Student Job Description

Department: Theatre and Dance

Location: Henle Dance Pavilion

Supervisor's Name: Miryam Moutillet

Please indicate hours/shifts available: Mondays - Thursdays, daytime

Rate of Pay: minimum wage

Purpose/Role of the Position(s) within the Department: The Student Dance Program Assistant provides support to the Director or Coordinator of the Dance Program.

Duties and Responsibilities:

- Photocopy or scan material for dance courses
- Download dance videos for *ADA 50 - Production and Rehearsal* practicum
- Publicize dance program events on-campus and using social media
- Collaborate to expand the dance program on-campus
- Run on-campus errands as needed to the Central Mail Room, Copy Center, ITS, Bookstore and etc.
- Help organize costumes prior to dance productions
- Re-shelve costumes, props and/or accessories in the dance studio closet
- Maintain student email lists and messages for dance productions
- Additional duties as needed

Qualifications for the Position:

- Must be available at the beginning of each term
- Must be available before and after each dance production
- Requires initiative, confidence and dance experience
- Looking for an energetic collaborator who wants to enhance his or her administrative skills and share their love for dance