Division of Student Affairs

Position: Graduate Assistant for Performing Arts
Division of Student Affairs

Description:
Under the direction of the Director of Performing Arts, the Graduate Assistant will be responsible for various projects and assignments within Performing Arts and its ensembles. The ideal candidate should be well organized and have some experience working in an arts environment. The position requires an array of skills, specifically; event production, event management, digital content creation, editing and graphic design. This position requires weekday, evening, and weekend hours as needed for both remote and in-person responsibilities.

Responsibilities include (but are not limited to):

- Assist the Performing Arts team with marketing and production of all Performing Arts events
- Maintain the Little Theatre Calendar
- Maintain logs and inventory of all technical equipment
- Assist with the advisement of Performing Arts groups

General Qualifications and Requirements

- Bachelor’s degree required
- Enrollment in a full-time graduate program
- Knowledge of Performing Arts practices and technology
- Effective leadership and oral communication skills
- Excellent writing and editing skills.
- Strong organizational skills and the ability to successfully manage multiple projects at once.
- Knowledge of Canva
- Knowledge of MS Word, PowerPoint, Excel
- Ability to work remotely, as needed
- Establish and complete 20 office hours per week including weekend and evening hours as needed.
- As assigned by supervisor, attend various Performing Arts events
- Other duties as assigned by the Director of Performing Arts
- Must maintain confidentiality in all duties assigned
Preferred Skills
- Digital media content creation
- Event management
- Facility management
- Knowledge and understanding of the most current digital marketing trends.

Length of Assistantship: The Graduate Assistant contract year runs from late-August through May and is eligible for renewal on a yearly basis. A separate contract or working arrangement may be available for May through August and is subject to supervisor approval and budget allowance.