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Financial Aid Office
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**Federal Work Study
Job Description Form**

Job Title: Theater Technical Assistant

Desired No. of Hires: 3

Department or Organization: Arts & Humanities - Theater

Address (Off campus only):

Supervisor: Kim Hicks

Designee: Stephen Bailey

Office: Donahue 370

Office: Fine & Performing Arts 207

Phone: 413-552-2279

Phone: 413-552-2483

Email: khicks@hcc.edu

Email: sbailey@hcc.edu

General Job Description:

Help Technical Director with any and all phases of theatrical production.

Detailed List of Duties:

Light carpentry, cleaning workspaces, painting scenery, sound and lighting technology as needed, etc.

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

Maintenance of theatrical equipment, proper use of supplies, politeness to all co-workers and the public.

Skills and/or previous experience desired:

Some woodworking, painting, and cleaning experience a plus.

Applicants must have the following abilities:

- **Ability to climb ladders to work on sound/lighting equipment**
- **Ability to lift 25 pounds**

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.):

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Kim Hicks

Print Name of Supervisor

Dean of Social Sciences, Arts and Humanities

Title

09/08/2023

Date

Please return completed form to drosado@hcc.edu