

Work Study Job Description
University of Montana Western
710 S Atlantic St. Dillon MT 59725

Department: FINE ARTS/THEATRE

Department Head: Ruth King

Classification/Name of Position: Carpenter

Student's Supervisor: Stephen Seder

Office/Location: Main Hall 315B

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Phone: 406-208-1708

Purpose/Role of the position:

- Help build and assemble all scenic needs for the theatre program's theatre productions
- Build, maintain, modify, and repair scenery, and props for the theatre program
- Work safely and keep a clean workspace.

Duties/Responsibilities of the position & how they relate to the purpose/role:

- Work approximately 5 hours per week (over 2-3 days) to assist technical director in a wide variety of activities associated with two auditoriums, in support of academic program activities (e.g. class projects and events), and campus- and community-sponsored events;
- Assist in running approximately 1 performance events per month, most requiring 2 four-hour blocks of time to set up equipment, run lights and sound, and load-outs;
- Attend work study portions of weekly meeting (this portion is the first agenda item of weekly meetings (tentatively Mondays 11:20-noon) to determine staffing of events and theatre-area related duties
- Attend production portions of the weekly meetings (see above) as needed

Relationship of these duties to purpose/role of the position:

There are several spaces associated with the Small and Beier auditorium – including scene and costume shops, dressing rooms, bathrooms, green room, classroom, and 5 storage rooms. There is a wide variety of materials, tools, and operating procedures for each of these spaces. The spaces are open and used by students and faculty for as many as 8 hours per day/7 days per week, and the student in this position will assist the technical director (faculty) who also has only part-time duties to supervise the facilities and their use.

Preferred qualifications:

- Experience in theatre stagecraft and/or basic carpentry or painting or crafting
- Ability to maintain clean workspaces and proper use of equipment and supplies
- Commitment to timeliness and professionalism
- Contact information for two former teachers or supervisors, who are willing to be references, is required

**The Financial Aid Office will submit evaluations
to each department prior to the end of each semester.**