UNIVERSITY OF RICHMOND
STUDENT EMPLOYMENT
JOB DESCRIPTION
2014-2015

JOB TITLE: Scene Shop Assistant

DEPARTMENT: Theatre and Dance

ADDRESS: Modlin Center for the Arts
Scene Shop

TELEPHONE: 287-6836

SUPERVISOR: Phil Hayes

JOB SUMMARY: Shop Assistant is responsible to provide technical support in the areas of lighting, rigging and scenery. Responsibilities also include assisting with all aspects of scenic construction, maintenance of scene shop, equipment and tools, supervision of stagecraft lab students, ensure the proper and safe operation of all equipment, provide maintenance of all tools and light equipment, as needed.

SPECIFIC DUTIES:
1. Oversee and instruct lab students in proper and safe techniques of stagecraft in areas of lighting, Scenery and Properties (approximately 20 students per semester).
2. Assist in training lab students in safety procedures and proper usage of all tools.
3. Build from working drawings supplied by the Assistant Technical Director and/or designer.
4. Maintain inventory of scenic materials and hardware.
5. Assist with technical needs for all student produced theatre.
6. Attend all necessary Saturday and Sunday shop and crew calls.
7. Work with Modlin Center Staff to insure easy transference of Center’s sponsored events.

QUALIFICATIONS:
Stagecraft class and power tool training strongly recommended. Knowledge of the use and safe practice of all power and pneumatic tools. Knowledge of construction and building of scenery. Able to perform a variety of physical duties including lifting up to 75 lbs. Knowledge of theatrical equipment. Ability to train and supervise others. Able to adapt to a changing environment. Maintain a positive attitude toward other employees and students. Good math skills.

For Student Employment office use only wage rate: Level II

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