



## **JOB DESCRIPTION: RPAC Student Assistant**

**Name of Position:** Student Worker for RPAC Student Assistant.

**Department:** Richardson Performing Arts Center

**Campus Location:** Richardson Performing Arts Center

**Supervisor:** Brittany Donley

**Length of Contract:** Academic Year 2017-2018

**Pay Rate:** Minimum Wage

**Job Purpose:** Provide logistical, technician, and customer service to Richardson Performing Arts Center and customers to ensure successful events.

### **Job Responsibilities:**

- Assist with RPAC event logistics including ushers and facility readiness
- Support RPAC manager needs regarding RPAC facility and event set-up and breakdown
- Assist RPAC manager with lighting, sound, and stage needs for rehearsals and performances in RPAC facility
- Assist RPAC manager with equipment inventory and checkout with other areas on campus
- Provide excellent customer service to patron, ability to handle patron concerns while maintaining a pleasant demeanor

### **Qualifications:**

- Experience preferred in audio visual, sound, and lighting.
- Familiarity with the stage equipment including; sound board, lighting, microphones, projector and screens
- Excellent communication skills and detail oriented.
- Excellent customer service skills
- Ability to work well with others.
- Willingness to tackle new projects.
- Ability to work between 15 – 20 hours per week including evenings and weekends
- Flexible schedule
- Travel to sites via your own transportation

### **Skill Development Areas:**

- Customer Service
- Event Management and Set up
- Experience in Audio Visual Equipment

**Evaluation:** *Student will be evaluated each semester on their dependability, customer service, and understanding of RPAC equipment usage and set up*