

JOB DESCRIPTION: TOMARI SHOP SUPERVISOR

Name of Position: Student Worker for TOMARI SHOP SUPERVISOR.

Department: THEATRE

Campus Location: TOMARI TECH THEATRE CENTER

Supervisor: TERRY McGONIGLE, Director of Theatre

Length of Contract: ACADEMIC YEAR 2023-24

Pay Rate: Minimum Wage – 6-8 hours per week (Approximately \$1500 per year)

Job Purpose: This student will be responsible for maintaining and supervising the scene shop and related work areas during lab hours and production work sessions in the TOMARI CENTER.

Job Responsibilities:

- Assist with maintenance of the building shop areas and equipment to keep them in safe operating conditions.
- Assist in training and supervision of students working in the shop during production and lab hours.
- Maintain an accurate log of students working in shop areas in fulfillment of lab hours.
- Oversee cleaning and maintenance of the storage areas of the building before, during and following lab hours.
- Other administrative duties or special projects as assigned.

Qualifications:

- Experience preferred but not required in general safety practices as they apply to power tools, ladders, chemicals, paint use, fire safety, lifting, etc.
- Knowledge of MSDS forms and use of them in case of emergency.
- Strong communication skills and detail oriented.
- The ability to handle confidential matters and to be professional.
- Ability to work well with others.
- Willingness to tackle new projects and learn new things.
- Ability to work between 6-8 hours per week (some evenings and weekends may be required)

Skill Development Areas:

- Customer Service, Time Management, Multitasking, Communication, Intercultural proficiency

Evaluation: Student work will be evaluated by the supervisor and will be based on performance (promptness, completion of tasks, ability to work with and/or supervise others, attitude and work ethic). Evaluation reviews will be conducted with the student worker on a 4 to 6 week basis.