

**Student Worker Position Description  
William Jewell College  
2020-21 Academic Year**

**OFFICE OR DEPARTMENT:** Theatre  
**CONTACT PERSON:** Nathan Wyman  
**EMAIL:** wymann@william.jewell.edu

**JOB TITLE:** JTC Stage Crew

**JOB DESCRIPTION:** Student crews will build scenery, hang and focus lights, assist with costumes and props, and maintain the theater facility. On-the-job safety training and certification required. Theatre tech experience preferred, but not required.

**NUMBER OF HOURS PER WEEK:** 6

**WORK DAY SCHEDULE:** M-F 2:30-5:30 (Specific hours will be determined at hiring)

**SEMESTER(S) OF EMPLOYMENT:** Fall and Spring semesters

**WAGE RATE:**

- X \$9.45 [FY or SO rate]
- X \$9.70 [JR or SR rate]
- \$9.85 per hour [position requires special skills]
- \$10.85 per hour [campus tutors and lifeguards, only]

**NOTE: STUDENTS MAY NOT WORK DURING REGULARLY SCHEDULED CLASS TIME. IF CLASS IS CANCELLED OR DISMISSED EARLY, THE STUDENT MUST PROVIDE DOCUMENTATION FROM THE FACULTY MEMBER BEFORE BEGINNING WORK.**

**REQUIRED SKILLS:**

	Answer phones		Grounds/landscaping		Statistics
	Ability to work in office setting	X	Interpersonal skills	X	Theatre/Stage Production
X	Ability to do physical labor	X	Inventory	X	Time management skills
	Accompanist		Lifeguard Certification		Tutoring
	Clerical/filing				Typing/Data Entry
	Computer skills		Photography		Sales
X	Customer Service		Research	X	Video/audio/sound technical skills
X	Custodial		Science knowledge to assist lab		Web page design
X	Effective Communication		Sports Information		

**Other, please specify:**

**Additional Information:** basic carpentry, sewing, electric skills desired, but on the job training available