



Thank you for your interest in student employment with Performance Facilities. It is very important that you read this general position description *prior* to completing the Application for Employment and Student Semester Class Schedule and Conflicts forms.

PLEASE NOTE: Student positions within Performance Facilities have no guarantee of consistent weekly work hours. Work schedules are based upon events occurring for that particular week and therefore the individual work hours and individual number of hours for work each week can vary greatly. There may be weeks with as few as no scheduled hours to those weeks in which the scheduled hours may be as great as the maximum number allowed by University policy. **This is an extremely important aspect of the position that needs to be understood completely before continuing with the application process.** Currently, all of our positions are for immediate hire, therefore we must require that all applicants have a Social Security card.

OUR DEPARTMENT

Performance Facilities is a support division within the College of Fine Arts. The department's primary responsibilities are to the College, most of which is with the School of Music with additional responsibilities through the campus community. Performance Facilities is responsible for all events occurring in Miller Concert Hall and Wiedemann Recital Hall. There is also technical support for the Metropolitan Complex, Wilner Auditorium, Campus Activities Center Theatre, commencement ceremonies and various press conferences and other University events. There are occasions that services will be provided at any number of on campus and off campus locations. In all, the department provides staffing and support for over 1500 events within the course of a year, with a majority of these occurring during the Fall and Spring semesters.

POSITIONS AVAILABLE

The proceeding descriptions do not fully detail possible job responsibilities but are meant as a general reference. Experience in any of these areas, or even general arts related experience is preferable, but not mandatory. Employees are provided with on the job training for any area in which they may have interest or are qualified.

- ☛ **STAGE MANAGEMENT:** Assisting with all aspects of needs for the stage from completing and changing setups to coordinating with performers and all event staff to assure a smooth and timely event.
- ☛ **HOUSE MANAGEMENT:** Assisting with all aspects of needs relating to those patrons who attend events, taking tickets, coordinating with Stage and Box Office Management, assisting patrons to find seating.
- ☛ **LIGHTING & SOUND:** Provide needed technical support in lighting and sound ranging from setup and operation to routine maintenance.
- ☛ **AUDIO RECORDING:** Services range from providing recordings for any number of performances, meetings or other events to design printing and duplication of recorded projects.
- ☛ **FINE ARTS BOX OFFICE:** Providing support for all College events for which there is admission. Services range from taking patron orders, printing and distributing tickets to handling money and assisting with various office duties.

QUALIFICATIONS

Required

- ☛ Currently enrolled as a student at WSU.
- ☛ Ability to work with diverse publics and relate positively with others including faculty, staff and students at all levels.
- ☛ Capacity to follow instructions.
- ☛ Effective communication skills.

Preferred

- ☛ Experience in preferred area of employment.
- ☛ Familiarity of the Fine Arts and/or WSU.
- ☛ Proven ability to work within a fast-paced work environment including excellent time management and organizational skills with a high attention to detail.

HOW TO APPLY

1. Read about Performance Facilities Student Employment (above).
2. Complete the Application for Employment (available at the Fine Arts Box Office Ticket Window (located in Duerksen Fine Arts Center) or Online at www.wichita.edu/PerformanceFacilities. You may attach a resume, however, each applicant is required to complete (in detail) an Application for Employment in full.
3. Indicate times unavailable for work on the Student Semester Class Schedule & Conflicts Form. Indicate times for class and other recurring conflicts by marking out time of conflicts only. Label each conflict as class, personal, other job, etc.
4. Submit the completed Application for Employment and Student Semester Class Conflict Form to Perf.Facilities@wichita.edu or the Fine Arts Box Office Ticket Window during regular Box Office Hours. (If you have received an application at an on-campus job fair, you may also return it to the Performance Facilities table before the end of the fair.)

IF YOU ARE SELECTED FOR AN INTERVIEW, YOU WILL BE CONTACTED.

Please no phone calls or emails to check on the status of your application as this will delay the hiring process.

Again, thank you for your interest in Performance Facilities. Best wishes in your work search!

Wichita State University | College of Fine Arts | Performance Facilities

1845 Fairmount Street, Campus Box 116 | Wichita, Kansas 67260-0116 | tele: (316) 978-3587 | email: perf.facilities@wichita.edu
www.wichita.edu/performancefacilities