

STUDENT EMPLOYMENT OPPORTUNITY

Department: Cal Performances

Working Title: Production Assistant

Payroll Title: Assistant II

Title Code: 4921U (Non-Exempt)

Pay Rate: \$16.99/hours

Work Schedule: Variable (Including Daytime, Nights & Weekends)

Hours per week: 0 to 20 hours

of Position Available: 5

Description:

Work independently under the direction of the Manager of Artistic Operations and Event Managers to prepare for company arrival and maintain all areas for artist hospitality including but not limited to the greenroom and dressing rooms in multiple venues. This may include grocery shopping, stocking inventory, doing laundry, setting up, cleaning up, preparing refreshments and amenities, and artist transportation. May also include some clerical duties such as making photocopies and filing.

A mandatory two (2) hour orientation is required for all new hires to attend and will take place **September 9, 2022 4pm-6pm.**

To apply, please send resume with "Production Assistant" in subject line of email to Tiffani Snow at tsnow@calperformances.org. In the email, please specify whether you have work study and your class schedule.

Qualifications:

- Must be a current UCB student.
- Available to work evenings and weekends and variable work schedules.
- Initiative and ability to work independently and as part of a team.
- Must be punctual and prompt.
- Ability to lift up to 50 lbs.
- Strong organizational and communication skills.
- Professional appearance and demeanor.
- Excellent inter-personal skills.
- Self Motivating
- Comfortable interacting with artists, guests, guest, and crew in a social situation.
- Requires a valid CA driver's license.

Preferred Qualifications:

- Available to work year-round, including over the summer and/or holidays.
- Food services and/or food handling experience
- Hospitality, hotel, or housekeeping experience