



JOB DESCRIPTION TITLE: Graduate Assistant, Theater Operations

DEPARTMENT: Theater Program

Responsible to: Director of Theater

Organizational Classification: Graduate Assistant

FLSA Classification: Non-exempt

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*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

**I) Summary of Responsibilities:** The Graduate Assistant, Theater Operations will provide support to the Director of Theater and Bagpiper Theater staff in the development, management, and supervision of the Theater Program. Duties include but are not limited to assisting in the planning, managing, and executing of the theater season. This position reports to the Director of Theater.

**II) Essential Responsibilities:** (These essential responsibilities are those the individual must be able to perform unaided or with the assistance of reasonable accommodation.)

**A. Communications and Marketing**

1. Assist in the advertising and recruitment for theater events, including auditions and freshmen recruitment through student connections programs.
2. Assist in the management of social media, public relations, marketing, and advertising of shows and events, including working with the Geneva Department of Marketing and Public Relations on photography, graphic design, and media placement.
3. Work with the Director in website development and show archival work.

**B. Theater Operations**

1. Work with and supervise students in preparation for student-led productions such as Student-Directed One Act Plays and 24-Hour Theater.
2. Attend productions and work with the department in the everyday operations of Box Office and House Management.
3. Assist with production elements of the theater season including but not limited to construction of scenic elements and properties of a particular show.
4. Supervise select Theater Practicum students as they complete their semester work hours.
5. Plan, promote, and supervise theater workdays and theater student group events, including the End of the Year banquet.
6. Work with the director in preparation and administration of the Summer Musical Theater Camp.
7. Work with outside groups performing in the Theater spaces on campus in facilitating and planning for their events.

**C. Administrative Responsibilities**

1. Must have a mindset of mentoring when working with students under supervision.
2. Should be able to lead in a way that sets a good example, promotes teamwork, and encourages a positive, efficient work environment.
3. Assist the theater staff with administrative tasks including, but not limited to office coverage, answering phones, database upkeep, office communication, and other duties as needed.



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**D. Performance Development Areas**

1. Communication in verbal and written form.
2. Technical knowledge related to fundamentals of the discipline.
3. Teamwork, collaboration, and cooperation.
4. Display initiative, interest, and motivation.
5. Show adaptability and flexibility.
6. Display good judgement in stewardship of resources and safety management.

**E. Other Duties as Assigned**

**III) Exhibits behavior that is consistent with and supportive of Geneva's mission, vision, and core values:**

- A. Geneva Mission Statement:** Geneva College is a Christ-centered academic community that provides a comprehensive education to equip students for faithful and fruitful service to God and neighbor.
- B. Vision Statement:** Geneva College will inspire students to integrate faith in Christ into all aspects of life in the real world, and to serve faithfully within their callings for Christ and Country.

**C. Core Values:**

- 1) Serve with grace.
- 2) Pursue Godly wisdom.
- 3) Foster academic strength.
- 4) Engage culture faithfully.
- 5) Inspire vibrant hospitality.
- 6) Honor one another.

**IV) Job Requirements – Administrative:**

- A. General:** Individuals must possess the knowledge, skills, and abilities listed or are able to explain and demonstrate that they can perform the essential responsibilities of the job, with or without reasonable accommodations to safely perform the essential responsibilities of the job.
- B. Physical:** Must be able to perform the following: talking, hearing, and seeing. Must have sufficient manual dexterity to be able to demonstrate appropriate job-related skills and operate all office equipment including, but not limited to: computers, copy machines, and telecommunications devices.
- C. Confidentiality:** Individuals must recognize that management of data, including personal information, grades, budgets, programs, and policies is necessary to the operation of the College. Such information must be kept private and confidential for the protection of the College and to obey Federal and/or State laws. Should there be doubt as to whether a certain matter is to be protected, it should be discussed with your supervisor before making a disclosure.
- D. Mental:** Must be able to reason, analyze, prioritize, conceptualize, make judgments, and solve problems.

**V) Qualifications:**

**A. Minimum:**

1. Must be accepted into and/or enrolled in Geneva's Master of Arts in Higher Education program.
2. Education/Certification: Bachelor's Degree
3. Experience: 1-2 years of student experience related to an area of theater.
4. Skill/Abilities:
  - a) Articulate your personal relationship with Jesus Christ.



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- b) High level of professionalism and attention to detail.
- c) Have strong verbal and written communication skills, including communication such as email, text, etc.
- d) Maintain complete and accurate files and records on prospects.
- e) Operate a PC, proficient in Microsoft Office products including Outlook.
- f) Ability to work independently in a fast-paced environment requiring critical thinking, multitasking, and organization skills.
- g) Have a valid driver's license and insurable status with a willingness to travel off campus.

5. Must be able to work nights and weekends.
6. Christian Commitment: Eligible candidates must be a thoughtful and articulate Christian and an active member of a Protestant evangelical Christian church. Preference will be given to candidates who support and have an articulate understanding of the Reformed faith. The individual must understand and support the College's "Foundational Concepts of Christian Education" by expressing an evangelical Christian profession of faith and demonstrate the ability to integrate a Christian perspective in their work.

**Compensation Details:** The Graduate Assistant position is a 10-month appointment beginning in August and ending in May, with the option for renewal, and includes a tuition discount and stipend. Graduate assistants must maintain at least six (6) hours of graduate-level credit per semester to be eligible.

**EOE Statement:** Geneva College does not discriminate in hiring or in terms and conditions of employment based on an individual's race, color, sex, age, disability, or national origin. As a Christian college rooted in the evangelical and Reformed tradition and governed by the Reformed Presbyterian Church of North America, compliance with Geneva's Christian views is considered a bona fide occupational qualification under Sections 702 & 703 of Title VII of the 1964 Civil Rights Act as amended and will have a direct impact on employment consideration.

**Application Process:** Interested applicants should send a cover letter, resume, statement of faith, and names with contact information for three references through the graduate assistantship application portal ([https://apply.geneva.edu/portal/grad\\_assistantships](https://apply.geneva.edu/portal/grad_assistantships)) or to Valerie Mayer, Graduate and Online Admissions Enrollment Specialist, via email ([vcmayer@geneva.edu](mailto:vcmayer@geneva.edu)). **Applicants must start an application for their master's program before applying for a graduate assistant position.** ([https://apply.geneva.edu/portal/applynow/grad\\_apply](https://apply.geneva.edu/portal/applynow/grad_apply))