



## **Graduate Assistant JOB POSTING**

<b>Position:</b>	<b>Graduate Assistant, Theater program</b>
<b>Department:</b>	<b>Communication</b>
<b>Reports to:</b>	<b>Director of Theater</b>

Theater Program Graduate Assistant

### **Summary of Responsibilities:**

Provide support to the Director of Theater in the development, management, and supervision for the Theater Program including: assisting in the planning, managing, and executing the theater season.

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

- A. Assist in the advertising and recruitment for theater events including auditions and freshman recruitment.
- B. Assist in the management of social media, P.R., marketing, and advertising of shows and events, including working with campus PR, photographers, and media (Graphic Art experience a plus).
- C. Work with outside groups performing in the Theater spaces, in facilitating and planning for their needs, including Urban Impact/Shakes Tour.
- D. Work with and supervise students in the preparations for student driven productions such as Student Directed One Act Plays and 24 hour theater.
- E. Attend productions and work with the department in the everyday operations including Box Office Management and House Management.
- F. Supervise some of the Theater Practicum students (dependent of the individual student's job assignments) as they complete their semester work hours.
- G. Work with the director in website development and show archival work
- H. Plan, promote, and supervise workdays and theater student group events, including the End of the Year Banquet.
- I. Work with the director in preparation and administration for Summer Musical Theater Camp.

**Secondary Responsibilities: (These are responsibilities that may be delegated in order to make reasonable accommodation for an employee)**

- A. Assist Director with administrative tasks including: office coverage, answering phones, database upkeep, office communication, distributing all-campus emails, and other duties as needed

**Performance Development Areas will include:** Communication, Job/Technical Knowledge, Teamwork/Cooperation, Initiative/Interest/Motivation, Adaptability/Flexibility, Creative and Artistic expression, Stewardship and Safety.

### **Qualifications - Minimum:**

**Education:** Must have a Bachelor's degree; must be enrolled in Geneva College's Master of Arts in Higher Education program.

**Experience:** Applicant must have experience in at least one area of Theater.

**Christian Commitment:** Eligible candidates must be a thoughtful and articulate Christian and an active member of a Protestant evangelical 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.

**Application Process:** Interested applicants should send a cover letter, resume, statement of faith, and names with contact information for three references to ATTN: Mindy Williams, Director of Theater Program / 3200 College Avenue / Beaver Falls, PA 15010 or [mwillia@geneva.edu](mailto:mwillia@geneva.edu). Applications will be reviewed upon receipt.