

## **STUDENT THEATER COORDINATOR**

### Job Description

**\$16.00/HOUR – ONE YEAR COMMITMENT REQUIRED – 19.5 HOURS PER WEEK**  
(September 2019 - June 2020)

#### **The Kelly Ethnic Cultural Center & Theater**

In support of the University of Washington goals, the Kelly Ethnic Cultural Center (Kelly ECC) promotes an inclusive and educational environment by providing programs and services which enhance the communication and exchange of multicultural perspectives and values. The Kelly ECC provides programs and a learning environment where students and student organizations collaborate, develop, and implement programs while building leadership and organizational skills.

The Kelly Ethnic Cultural Center's Theater is a multi-purpose theater space open to student organizations and individuals, UW departments and programs, and off-campus community organizations. The theater accommodates theatrical performances, music, dance, film screenings, class presentations, lectures, and symposiums, as well as other performing arts events.

#### **Duties and Responsibilities**

The Kelly ECC **Student Theater Coordinator** position will become the intermediary between the reservations office and theater, assisting with reservations coordination and preparation of the theater for events. The Student Theater Coordinator will collaborate with the Assistant Director to create a comprehensive operational infrastructure for the Kelly ECC's Theater, including event coordination, theatrical lighting design, routine maintenance, and client relations. The Student Theater Coordinator will also be required to work some events scheduled in the theater and perform some duties of a Student Theater Technician.

The Student Theater Coordinator position will consist of **19.5 regularly scheduled hours** each week, which may include work in the morning, afternoon or evening, based on the needs of the reservations office and the student's academic schedule, and will include occasional weekend work. This position will also assist the Assistant Director with special projects and specialized work in a community theater setting.

#### **Duties Include:**

- Consult with clients and Assistant Director on event technical needs and make decisions based on consultations
- Act as liaison between reservations office and theater clients to assess client needs in regards to lighting, equipment, and event needs
- Operate all equipment in the theater: audiovisual, lighting, HVAC, Alarm system
- Perform regularly scheduled maintenance of theater equipment including lighting instruments, audiovisual equipment and facility

- Re-hanging and re-focusing theater lighting, clean instruments
- Assist with theater upkeep: painting stage, dusting equipment, cleaning and organizing materials, assisting Assistant Director with surplus and acquisition of items to support the operation of the theater
- Work cooperatively with clients and with other Kelly ECC and theater staff
- Report any theater needs or concerns to Assistant Director, work with them to resolve theater or operational issues
- Meet regularly with Assistant Director to discuss ongoing operational needs, communicate with other Kelly ECC staff about upcoming events and customer requests
- Assist with the processing of reservation requests, oversee technician and theater schedule and evaluate client needs
- Assist Assistant Director with feasibility studies and theater operations assessment
- Operate theater for one-time and recurring events (concerts, theater, lectures, etc.)
- Performs the duties of Student Theater Technicians
- Other duties as assigned by supervisor related to the operation of the office, including special projects

### **Minimum Qualifications Required**

- Ability to work 19.5 hours per week, including some evenings and weekends
- Ability to attend mandatory Kelly ECC staff training, and some events and programs that may be outside of regular work schedule
- Ability to multi-task and perform multiple actions simultaneously with interruptions
- Flexibility in work schedule (but not conflicting with scholastic schedules)
- Reliability; must show up **on time** for events to open the theater for clients and may work without direct supervision
- Ability to work independently and with others
- Ability to think and act quickly in an active environment
- Knowledge of:
  1. Theater lighting systems, design concepts, light board programming, rigging
  2. Audiovisual systems including data projectors, video and laptop signals, presentation software and other media equipment
  3. Sound systems, proper equipment handling and equipment troubleshooting
  4. Maintenance procedures, theater operations and facility coordination
- Strong customer service orientation and professional demeanor
- Ability and interest in working with a diverse array of individuals and groups in a variety of multicultural environments
- Use of UW Google Apps and Google Calendar will be required; prior use or knowledge preferred but not required.
- Ability to move and climb ladders
- Ability to lift 40-50 lbs and carry 15-25 lbs
- Previous collaboration with Kelly ECC staff or Kelly ECC Theater experience and/or some knowledge of ECC philosophy preferred

**Reports to:** Assistant Director

## **Educational Benefits**

The Kelly ECC's Student Theater Coordinator will have the opportunity to develop a comprehensive understanding of the policies and practices of an operational community theater, gain an insight of event and programming needs, and will gain experience working with technology and audiovisual systems in a fast-paced environment. The Theater Coordinator will be able to work with students, organizations and local and touring artists and gain scheduling and event coordination skills in a multicultural environment.

## **To Apply:**

Each applicant must submit an application, a letter of interest, and resume. Applicants will be screened and interviews will be conducted by the Kelly ECC staff. The letter of interest should include why the applicant is interested in the position; provide examples that support and address the applicant's experiences and/or goals that have led them to this opportunity and provide specific examples from their current and/or previous activities (employment, life experiences, coursework, volunteer, teaching experience, etc.).

**Send all application material to Leyla Salmassi, [eccfisc@uw.edu](mailto:eccfisc@uw.edu), or drop them off at the Samuel E. Kelly Ethnic Cultural Center: 3931 Brooklyn Ave NE, Seattle, WA 98105**

*The University of Washington reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam-era veteran in accordance with University of Washington policy and applicable federal and state statutes and regulations. The University of Washington is committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities.*

*The Samuel E. Kelly Ethnic Cultural Center values having an inclusive workplace that encourages and highlights diversity of thoughts, experiences and staff. We seek applicants with varied backgrounds, experiences, abilities and skills to join our team. We encourage all aspects of diverse applicants to apply. The University of Washington is an equal opportunity, affirmative action employer.*

## **For information or to request disability accommodation contact:**

Disabled Students Services (Seattle campus) at Phone: 206-543-6450, Fax: 206-685-7264 or e-mail at [dso@uw.edu](mailto:dso@uw.edu). You can also visit the site at <http://hr.uw.edu/dso/>.