

THEATRE & DANCE  
**WORKSHOP APPLICATIONS**  
**FOR SPRING 2019**

ALL STUDENTS INTERESTED IN A T&D WORKSHOP MUST  
SUBMIT AN ONLINE APPLICATION AND BE INTERVIEWED

**Due 3:00PM Tuesday 4 Dec**

Submit your application online at The Conservatory's website at:

***<http://www.semo.edu/theatreanddance/>***

***Interviews will be held Dec 5-7***

- Full-time students, Theatre or Dance majors preferred.
- An interview is required. You will be contacted to schedule an interview.
- Have and maintain an overall University GPA of 2.5 or higher (BFA majors must also have and maintain a 3.0 Departmental GPA).
- Must have successfully completed or be enrolled in TH231 Stagecraft I (for Scene Shop Assistants) or have successfully completed or be enrolled in TH251 Costume Construction (for Costume Shop Assistants).
- Maintain a regular work schedule each week:
  - Full-time position = 16 hours per week
  - Three-quarter-time position = 12 hours per week
  - Half-time position = 8 hours per week
- Fully participate in scheduled Departmental work calls and strikes.
- Assume a leadership role in reinforcing proper techniques.
- Be prompt, maintain a good attendance record, and participate fully in all assignments.
- Collaborate in a professional manner with faculty, staff, and peers.
- Sustain acceptable progress in your assigned area.

**POSITIONS AVAILABLE:**

*THE NUMBER OF POSITIONS AWARDED IS DEPENDENT UPON THE FUNDS AVAILABLE*

**Costume Shop assistants**

Full-time position (16 hours per week) @ \$2,000 per semester

Three-quarter time position (12 hours per week) @ \$1,500 per semester

Half-time position (8 hours per week) @ \$1,000 per semester

**Scene Shop assistants**

Full-time position (16 hours per week) @ \$2,000 per semester

Three-quarter time position (12 hours per week) @ \$1,500 per semester

Half-time position (8 hours per week) @ \$1,000 per semester

# THEATRE & DANCE

## WORKSHOP JOB DESCRIPTIONS

### **COSTUME SHOP ASSISTANT JOB SUMMARY:**

- Assist the Costume Shop Supervisor in creating a professional, positive, and productive shop environment.
- Provide technical support in the areas of costume construction, costume maintenance, and theatrical makeup & hair.
- Maintenance of the costume shop, equipment, and stock.
- Assist in training of R&P students in safety procedures and proper tool usage.
- Ability to supervise R&P students independently on projects.
- Fabricate costume pieces, organize stock, steaming, ironing, and variety of other tasks dependent upon project needs.
- Assist designers, Costume Shop Supervisor & faculty in day-to-day operations of costume shop, off-site storage, and costume storage.
- Participate fully in scheduled departmental work calls and strikes.
- Collaborate in a professional manner with faculty, staff, and peers.
- Sustain acceptable progress in your assigned area.
- Demonstrate professionalism in your work and attitude.
- Fulfill all assigned responsibilities and meet all deadlines for crew assignments.
- Maintain a regular work schedule each week:
  - Full workshop = 16 hours per week
  - Three-quarter workshop = 12 hours per week
  - Half workshop = 8 hours per week

### **SCENE SHOP ASSISTANT JOB SUMMARY:**

- Assist the Scene Shop Supervisor in creating a professional, positive, and productive shop environment.
- Fabricate scenery and props.
- Provide technical support in the areas of lighting, rigging, scenery, sound, painting, properties, etc.
- Maintenance of scene shop equipment and tools.
- Assist in training of R&P students in safety procedures and proper tool usage.
- Ability to supervise R&P students independently on projects.
- Assist designers, the Technical Director, Scene Shop Supervisor, and faculty in day-to-day operations of scene shop, off-site storage, and lighting storage.
- Fully participate in scheduled departmental work calls and strikes.
- Collaborate in a professional manner with faculty, staff, and peers.
- Sustain acceptable progress in your assigned area.
- Demonstrate professionalism in your work and attitude.
- Fulfill all assigned responsibilities & meet all deadlines for crew assignments.
- Maintain a regular work schedule each week:
  - Full workshop = 16 hours per week
  - Three-quarter workshop = 12 hours per week
  - Half workshop = 8 hours per week

### **WORKSHIP QUALIFICATIONS:**

- Full-time Theatre or Dance majors preferred.
- Have and maintain an overall University GPA of 2.5 or higher (BFA majors must have and maintain a 3.0 departmental GPA).
- Must have successfully completed or be enrolled in TH231 Stagecraft I (for scene shop assistants) or have completed or be enrolled in TH251 Costume Construction (for Costume Shop Assistants).
- For Scene Shop Assistants, a basic knowledge of theatrical scenic technology is preferred but not necessary.
- For Costume Shop Assistants, a basic knowledge of costume construction, stitching, patterning, and makeup techniques is preferred but not necessary.
- Ability to perform a variety of physical duties for extended periods of time.
- Must be flexible and be able to adapt to the ever changing needs of each production.
- Maintain a positive attitude towards faculty, staff, & peers.

### **POSITIONS AVAILABLE:**

- Scene shop:
  - Full workshop = 16 hours per week
  - Three quarter workshop = 12 hours per week
  - Half workshop = 8 hours per week
- Costume shop:
  - Full workshop = 16 hours per week
  - Three quarter workshop = 12 hours per week
  - Half workshop = 8 hours per week

**THE NUMBER OF POSITIONS AWARDED IS DEPENDENT UPON THE FUNDS AVAILABLE**

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