



## FEDERAL WORK STUDY JOB DESCRIPTION

**DEPARTMENT:** PERFORMING ARTS, DRAMA PROGRAM

**JOB TITLE:** DRAMA PROGRAM ASSISTANT

**BUILDING/CAMPUS:** PERFORMING ARTS

### ESSENTIAL FUNCTIONS AND DUTIES:

- Provide support and assistance on numerous Drama Program projects and events.
- Create images and social media content to promote Drama Program shows, courses, and events.
- Assist with organizing Drama facilities including costume and props storage.
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### ABILITIES/SKILLS/DESIRABLE KNOWLEDGE REQUIRED:

- Prior coursework or production experience in Drama desirable but not required.
- Simple graphic design and desktop publishing skills, or willing to learn.
- Familiarity with social media platforms like Facebook and Instagram.
- Basic computer literacy.
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### Estimated Hours needed:

- M: 5 TU: 5 W: 5 TH: 5 F: 5

**Will the student have access to or handle confidential records or information?** Yes ☐ No ☒

*If 'Yes', the student will be required to pass a Live Scan background check.*

*Note: Positions that require access to or handle confidential records/information will be reviewed by the Dean of Enrollment Services.*

**STUDENT'S SUPERVISOR:** Erin Africa

**EMAIL:** emcbrideafrica@marin.edu

**PHONE#:** 818 970-2820

**STUDENT'S ALTERNATE SUPERVISOR:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PHONE#:** \_\_\_\_\_

**HOW TO APPLY:** *If you wish to apply for this position, please email the supervisor listed above and attach the following: **Cover Letter, Resume and Proof of FWS award (email notification from Enrollment Services)***