



FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Performing Arts / Music and Drama

JOB TITLE: Music and Drama Assistant

BUILDING/CAMPUS: Performing Arts / KTD Room PA 179

ESSENTIAL FUNCTIONS AND DUTIES:

- Assist in choral/vocal music program with room set-up/tear-down and various administrative tasks
- Assist with audio-visual needs in the music department, including recording concerts and recitals
- Assist as needed with instrumental music ensemble concert and rehearsal set-up/tear-down
- Assist as needed with drama prop storage, costume storage, and the drama classroom
- Serve as house manager for drama productions and/or events as needed
- Assist with general organizing tasks as needed by faculty in the Performing Arts Department programs
- Strong collaboration/communication skills and ability to work independently to complete tasks and meet timelines
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ABILITIES/SKILLS/DESIRABLE KNOWLEDGE REQUIRED:

- Basic understanding of recording technology
- Ability to lift 30 pounds
- Basic computer skills
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Estimated Hours needed:

- M: TBA TU: TBA W: TBA TH: TBA F:

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: Laura Wiebe

EMAIL: lwiebe@marin.edu

PHONE#: 628-234-7687

STUDENT'S ALTERNATE SUPERVISOR: Erin McBride Africa

EMAIL: emcbrideafrica@marin.edu

PHONE#: 628-234-7554

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)***