



JOB DESCRIPTION: RPAC Student Assistant

Name of Position: Student Worker for RPAC Student Assistant.

Department: Richardson Performing Arts Center

Campus Location: Richardson Performing Arts Center

Supervisor: Brittany Donals

Length of Contract: Academic Year (2022 - 2023)

Pay Rate: Minimum Wage

Job Purpose: Provide logistical, technician, and customer service to Richardson Performing Arts Center and customers to ensure successful events.

Job Responsibilities:

- Assist with RPAC event logistics including ushers and facility readiness
- Support RPAC manager needs regarding RPAC facility and event set-up and breakdown
- Assist RPAC manager with lighting, sound, and stage needs for rehearsals and performances in RPAC facility
- Assist RPAC manager with equipment inventory and checkout with other areas on campus
- Provide excellent customer service to patron, ability to handle patron concerns while maintaining a pleasant demeanor

Qualifications:

- Experience preferred in audio visual, sound, and lighting.
- Familiarity with the stage equipment including; sound board, lighting, microphones, projector and screens
- Excellent communication skills and detail oriented.
- Excellent customer service skills
- Ability to work well with others.
- Willingness to tackle new projects.
- Ability to work between 15 – 20 hours per week including evenings and weekends
- Flexible schedule
- Travel to sites via your own transportation

Skill Development Areas:

- Customer Service
- Event Management and Set up
- Experience in Audio Visual Equipment

Evaluation: *Student will be evaluated each semester on their dependability, customer service, and understanding of RPAC equipment usage and set up*