



JOB DESCRIPTION: Tomari Facilities Assistant

Name of Position: Tomari Facilities Assistant

Department: Theatre

Campus Location: Tomari Technical Theatre Center

Supervisor: Terry McGonigle, Director of Theatre

Length of Contract: Academic Year 2026-2027

Pay Rate: Minimum Wage

Job Purpose: Assist with the daily operations, maintenance and general workings of the Tomari Technical Theatre Center.

Job Responsibilities:

- Develop an understanding the facility and the different departments within.
- Assist in supervision of student workers during work sessions
- Assist with inventory of lumber, hardware and equipment in the scene shop.
- Assist with general maintenance to sustain a clean and safe working environment.
- Develop an understanding of the departmental equipment, set materials, props and costume rental policies and procedures.
- Assist with organization of the costume shop and costume storage areas.

Required Qualifications:

- Willingness to learn new skills
- No previous theatre experience necessary
- Detail oriented.
- Ability to work 10-15 hours per week which could include evenings and weekends.
- Strong organizational skills.
- Ability to work without supervision

Preferred Qualifications:

- Proven ability to multitask
- Ability to adapt
- Ability to step up as a leader
- Proven ability to work well with others
- Ability to work efficiently with a strong understanding of time management

Evaluation:

Student worker will meet regularly with the supervisor to discuss accomplishments and concerns from both sides of the table.