

ARTS & COMMUNICATION – DRAMA DEPARTMENT

LOCATION	LOCKE BUILDING
JOB TITLE	GENERAL HELPER
HOURLY RATE	\$14
NUMBER OF OPEN POSITIONS	1
POSITION WILL BE	HYBRID
PERIOD OF EMPLOYMENT	FALL 21'/SPRING 22'
DAYS/HOURS	FLEXIBLE – HOURS/DAYS NEEDED AS PRODUCTIONS OPEN, ETC (NOT TO EXCEED 20 HOURS PER WEEK)
DATE EMPLOYMENT BEGINS	8/23/21
TO APPLY	EMAIL SUPERVISOR @ GREG.FORO@DELTACOLLEGE.EDU
CONTACT NAME	GREG FORO
CONTACT NUMBER	646-338-8387
JOB DESCRIPTION	ASSIST FACULTY, STAFF AND STUDENTS WITH SOCIAL MEDIA MARKETING FOR ALL THEATRICAL PRODUCTIONS ON ALL PLATFORMS. UNDER SUPERVISION; ASSIST IN CREATING ORIGINAL CONTENT FOR ALL SOCIAL MEDIA PLATFORMS INCLUDING FACEBOOK & INSTAGRAM. THIS INCLUDES PHOTO, VIDEO, INTERVIEWS, POSTS, ETC. ASSIST WITH THE MONITORING OF AUDITIONS AND CALL BACK FOR MAIN STAGE; INCLUDING SET UP AND BREAKDOWN OF AUDITION ROOM. ASSIST WITH OTHER MARKETING RESPONSIBILITIES AS NEEDED
MINIMUM QUALIFICATIONS	WORKING KNOWLEDGE OF ALL SOCIAL MEDIA PLATFORMS; FACEBOOK, TWITTER, INSTAGRAM, SNAPCHAT ETC. WORKING KNOWLEDGE OF VIDEO EDITING SOFTWARE SUCH AS IMOVIE. KNOWLEDGE OF CAMERA OPERATIONS (PROVIDED BY DEPARTMENT) TO TAKE PHOTOS DURING REHEARSALS AND PRODUCTIONS
ADDITIONAL COMMENTS	IDEALLY THE CANDIDATE WILL BE AN INDIVIDUAL WHO ENJOYS BEING IN THE THEATRE AND WORKING AT NIGHT FOR REHEARSAL AND PERFORMANCES. GENERAL JOB RESPONSIBILITIES ARE TO ASSIST IN PROMOTING THE PRODUCTIONS AND GETTING THE WORD OUT ABOUT AUDITIONS AND OTHER EVENTS VIA SOCIAL MEDIA, HELPING WITH AUDITIONS, ETC CAN BE A CURRENT THEATRE STUDENT INVOLVED IN THE PRODUCTIONS