

STUDENT LABOR POSITION DESCRIPTION**THEATRE LABORATORY!**

Most Recently Updated 04/07/04

Position Title: Student Office Manager (one position per academic year)
Must work 10 hrs/wk.

I. Grade Level: 3 - 4**II. Description:**

A. The following are the essential duties for the Student Office Manager in the Theatre Laboratory.

1. Be willing to work 10 hours a week. It may be necessary during some weeks to work more.
2. Be familiar with the jobs of all student workers in the Theatre Laboratory.
3. Process pay action sheets and review and file time sheets.
4. Keep an accurate record of the cumulative hours worked by each student. Notify the Labor Supervisor of labor hour deficiencies.
5. Be familiar with the work schedules of each area in the Theatre. Monitor as necessary the fulfillment of those schedules.
6. Collect and organize the mail.
7. Help create and monitor the publicity and production calendars.
8. Write press releases for all productions. Assist with the creation of publicity materials, including postcards, brochures, flyers and posters.
9. Work with the Box Office personnel in maintaining a professional "face" to the community.
10. Assist the Director of Theatre with weekly and monthly financial reports.
11. Work closely with the Director of Theatre. Answer incoming calls when necessary.
12. See that the workplace and environs are clean.
13. Performs other job-related duties as assigned.

B. The following are possible additional duties for this position:

Take ticket orders in the box office when personnel are not available.

III. Learning Opportunities:

- A. Develop the attributes appropriate to Grade 4 positions: an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.
- B. Becoming sufficiently skilled and informed concerning office/box office procedures to lead the staff and work collegially with ~~Labor Supervisor~~ The Director of Theatre.
- C. Becoming more academically talented, creative, philosophically mature and prudent.
- D. Learning to accept guidance and make decisions independently.

IV. Basic Qualifications:

- A. General: Leadership ability; management skills; decision making skills; fairness in resolving staff conflicts; problem solving skills; tact, prudence; warm rapport with colleagues; mature judgement.
- B. Skill: Computer literacy; high standards of excellence; critical thinking and proofreading skills.
- C. Physical: Physical mobility (either independently or with use of mechanical devices).
- D. Academic: Reading, speech, thinking, and writing skills; ability to integrate skills learned in the classroom

V. Desirable Qualifications:

- A. Personality traits: independence; reliability; dependability; confidentiality; honesty; commitment to ethical standards and consistent ability to live by them in daily life.
- B. Administrative skills: ability to assume independent tasks based on broad guidelines and clear expectations; the maturity to adhere to these guidelines and to act independently based on them when the Labor Supervisor is not available; ability to provide all levels of supervision to all persons when authorized to do so by the **Director of Theatre**; ability to assume on a temporary or clearly extended period, the administrative duties outlined.

VI. Narrative Summary:

Student processed pay sheets, reviewed and filed time sheets, and monitored hours worked by students, talking with superior about labor deficiencies, and planned work schedule for student staff. Student sorted mail, helped train and evaluate student staff, monitored publicity tasks and major office tasks to ensure completion by other students.