

DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Stage/Technical Crew

DEPARTMENT: Music

DATE: January 15, 2016

SCHEDULE: Minimum 3 hours weekly, will vary. (*See below*)

FLSA: Non-Exempt

REPORTING SUPERVISOR: Christopher Koch/Tina Claussen

JOB FUNCTION: Set-up for ensembles rehearsals and concerts; move equipment, usher.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related duties as requested by the supervisor, subject to reasonable accommodation.

	<i>Percentage of Time</i>	<i>Frequency</i>	<i>Description</i>
1.	90%	On going	Sets up for ensembles rehearsals by setting up/tearing down chairs, stands, equipment for ensembles rehearsals and concerts. Moves equipment.
2.	10%	Ongoing	Ushers for concerts and serves as stage/tech crew on tours.

Statement regarding hours: Hours vary according to demand and by arrangement with supervisors. However, the individual in this position must be available to insure set-up (and ear-down) of all scheduled ensemble rehearsals and concerts. Regularly scheduled rehearsals: Chamber Orchestra (Th 4-6:30); Wind Symphony (Tu 4-6:30, some W 4-5); Jazz Ensembles (Everyday, noon); SDCO (select evenings) 6:30-9:00. NOTE--stage crew do NOT need to be present at rehearsals but must be able to coordinate setups in TIME for them

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or abilities deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to work independently.
2. Must be able to work at least 10 hours per week.
3. Must be able to work in at least 2-hour blocks of time.
4. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
5. Must have completed a FAFSA form (Financial Aid) for the current academic year.

WORK CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit and stoop or kneel. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision.