GRADUATE positions + student jobs

GA POSITIONS

Full Graduate Assistantships; paid, with full tuition waiver.

ACTING LECTURER
Teaches beginning acting course, THEA 221. Priority given to students with professional acting experience and/or teaching experience in acting at the University or community college levels.

ASIAN THEATRE RESEARCH ASSISTANT
Assists Asian Theatre Program faculty with class-related work (course materials, AV, etc.), production-related tasks, and special projects including administrative, AV, publication, research, and translation work (the last depending on language ability). Priority given to Asian Theatre graduate majors; first priority to Asian Theatre PhD students. Normal tenure in the position with successful academic and work performance is two years; in special circumstances may be extended for a third year.

COSTUME SHOP ASSISTANT
Assists with all elements of costume construction, costume crafts, costume shop and costume stock maintenance. Assists with instruction of student workers and class costume lab work. May assist as Wardrobe Supervisor for productions as necessary. Experience in costume construction, maintenance, and costume running crew essential. Priority given to students in the MFA Design Program. Renewal based on performance review.

PUBLICITY DIRECTOR
The Publicity Director serves as the main publicity coordinator for all productions at Kennedy Theatre sponsored by the Department of Theatre and Dance and is responsible for all contact with print, radio and television media; responsible for developing online and social media presence for Kennedy Theatre, responsible for overseeing photography for publicity needs; responsible for coordinating graphic design and publication of posters for events at Kennedy Theatre; responsible for coordination of direct mailing efforts and e-blasting efforts; and responsible for supervision of student staff to assist in publicity efforts. Must have good written and verbal skills and good graphic sensibility. Prior publicity experience is desirable.

TEACHING ASSISTANT
Serves as the main assistant for THEA 101, Introduction to Theatre course. Coordinates syllabus and lectures with professor, oversees other teaching assistants, and oversees grading procedures for course. Priority given to PhD students holding an MA or MFA degree in Theatre.
TECHNICAL THEATRE ASSISTANT
Assists in the scene shop with the construction and painting of sets, hanging of lights, and other technical elements required for productions at Kennedy Theatre. May be called upon to work on mainstage productions or lab theatre productions, may be called upon to assist with instruction and supervision of hourly scene shop workers and students undertaking scene shop lab work, may be called upon to serve as Head Electrician, Scenic Artist, or Props Coordinator for mainstage productions, may be called upon to serve as On-Call Technician during production runs, may be called upon to serve as Lab Theatre Technical Director. Prior technical theatre experience essential. Priority given to students in MFA Design program: one position reserved for students with a Scenic Design concentration, one for a student with a Lighting Design concentration.

DANCE GRADUATE ASSISTANT
There are two Dance graduate assistantship positions. One generally teaches two levels of beginning level ballet, the other teaches two levels of beginning contemporary dance technique. Preference is given to students with professional dance experience and/or teaching experience at the university or community college levels. Renewal is based on performance review.
AUDI-OVISUAL ASSISTANT
The Audio-Visual assistant manages the Audio-Visual room for the Department, maintaining and cataloging the DVD and videotape library, and assisting with dubbing for classroom activities. Also responsible for video recording of all official departmental productions and for assistance with classroom video recording when requested. Acts as camera operator for fall and spring classes of TV/Film Acting, which regularly meets two to three times a week during the semester. May also assist with projection for film appreciation courses. Experience with audio-visual equipment desirable, as well as familiarity with the following digital equipment and software: Mac computers, DVD duplication equipment, video cameras, iMovie or Final Cut Pro.

HOUSE MANAGER
The House Manager is responsible for audience services for all mainstage productions at Kennedy Theatre; oversees student house management staff and house management of Lab theatre; coordinates audience outreach activities including work with the special needs community. Also responsible for editing program booklets for all Kennedy Theatre productions. Must be good with the public, able to work well under pressure and in emergency situations, must have excellent written English skills. Prior House Management experience and editing experience desirable. Position may also require summer availability.

TYA (THEATRE FOR YOUNG AUDIENCES) COORDINATOR
The TYA Coordinator position provides support for many aspects of the TYA program. This individual operates under the supervision of the TYA faculty and should display exceptional organizational skills and be able to handle a variety of production-related tasks. One of the chief duties of the TYA Coordinator is to support TYA shows at Kennedy Theatre or on tour by managing school reservations, preparing education curriculum packets, organizing teacher workshops, finding ushers and support staff, and facilitating teaching-artist school visits. The position requires fifteen to twenty hours per week.

There are also many other hourly student positions available in the Department. Please check the Student Employment (www.hawaii.edu/sece) site for availability and eligibility. You might also qualify for other campus jobs listed on this site.