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Holyoke, MA 01040
413.538.7000

Financial Aid Office
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Federal Work Study
Job Description Form

Job Title: Theater Technical Assistant

Desired No. of Hires: 3

Department or Organization: Arts & Humanities - Theater

Address (Off campus only):

Supervisor: Adina Giannelli

Designee: Callum Doerner

Office: Dean, Division of Social Sciences, Arts & Humanities

Office: Fine and Performing Arts 222

Phone: 413.552.2018

Phone: 413-552-2483

Email: agiannelli@hcc.edu

Email: cdoerner@hcc.edu

General Job Description:

Help Technical Director with all phases of theatrical production

Detailed List of Duties:

Carpentry, cleaning workspaces, painting scenery, set up of sound and lighting equipment as needed, etc.

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

- Safe use of lights and sound equipment
- Safe use of scene shop tools and equipment
- Safe conduct on ladders and at height
- Proper use of PPE
- Politeness to coworkers and public

Skills and/or previous experience desired:

No prior experience required.

Must be comfortable working on ladder and capable of lifting and carrying 25lbs

Amount of supervision required:

☒ Regular ☐ Occasional ☐ Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.):

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Adina Eliana Giannelli

Dean, Social Sciences, Arts & Humanities



Print Name of Supervisor

Title

Date