



JOB ANNOUNCEMENT



To apply for this job, please visit our website at www.gainesville.org

SUMMER COMMUNITY THEATRE ASSISTANT PARKS AND RECREATION

Posting Date:	October 20, 2016	Job Code:	PT-029-6100
Closing Date:	Open Until Filled	Grade:	0001 – Non-Exempt
Pay Range:	Hourly: \$10.00	Work Status:	Part Time

APPLY IN PERSON AT:

CITY OF GAINESVILLE CIVIC CENTER
830 GREEN STREET, GAINESVILLE 30501

For additional information about this position or the application process, call 770-531-2680.

JOB SUMMARY

Provide practical and organizational support to the director, actors, designers, stage crew and technicians throughout the production process while effectively communicating with GPRA Staff.

MAJOR JOB RESPONSIBILITIES

Coordinates auditions and casting with director.

Schedules and runs rehearsals.

Communicates the director's wishes to designers and crafts people.

Coordinates the work of the stage crew.

Oversees the entire show each time it is performed.

RESPONSIBILITIES AND DUTIES

Contact media sources about play.

Prepares a preliminary list of props.

Prepares lists and forms for distribution to the actors.

Designs and orders t-shirts, costumes, props and necessary equipment.

Prepares contracts for and secures all support staff and orchestra.

Facilitates every practice, rehearsal and performance.

Communicates effectively with GPRA Supervisor as well as SCT Director.

This job announcement should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification.

❖ THIS IS A PART TIME POSITION AND NOT ELIGIBLE FOR BENEFITS ❖

Due to Georgia State Law, all applications are subject to public disclosure.

Only candidates to be interviewed will be contacted.

As part of our hiring process, all applicants will be required to undergo a thorough background investigation which includes but is not limited to some or all of the following: contacting past employers, work and personal references, education, criminal history, motor vehicle record, and credit check. The City of Gainesville reserves the right to disqualify any applicant based on information discovered during the background investigation. Standard City of Gainesville hiring practices shall apply to all applicants.



The City of Gainesville is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, gender, religion, disability, military service, or any other category protected by federal, state, or local law.
