

Terrell I.S.D. Job Description

Terrell Independent School District is an Equal Opportunity Employer

No person shall, on the basis of national origin, race, gender, creed, religion, age, or handicap, be excluded from participation in, be denied the benefit of, or subjected to discrimination in employment, or recruitment consideration, or selection for full or part-time professional positions in the Terrell Independent School District.

In accordance with Terrell I.S.D. Board Policy DC (LOCAL) the following position is open:

Job Title: TISD PAC Student Worker

Work Days: Temporary

Reports to: B. Davis/A. Guthrie

Pay Grade: \$12/Hr

Dept./School: Fine Arts / PAC

Start Date: As Assigned

Contact Person: Jasmine Castaneda
Human Resources Specialist

Primary Purpose:

Assist in event operations by providing professional service, supervision, and assistance to attendees and families at events held at the TISD Jaime Foxx Performing Arts Center.

Qualifications:

Education/Certification:

Enrolled in a Technical Theatre Course at THS preferred
Student at Terrell High School
Pursuing High School Diploma
Minimum Age: 16

Special Knowledge/Skills:

High energy and enthusiasm
Effective organizational, communication, and interpersonal skills
Punctual and reliable
Reliable transportation

Experience:

Any experience working with sound setup/mixing, lighting, and videography is preferred

Major Responsibilities and Duties:

1. Assist in the arrival and dismissal of event participants and spectators.
2. Help organize, set up, carry-out, and support the planned activities.
3. Help implement and supervise the implementation of event and facility rules.
4. Help follow daily schedule to ensure efficiency of event.
5. Model appropriate conduct and character for all stakeholders.
6. Demonstrate proper use of and ensure that facility equipment is secured and stored properly.
7. Professionally address, report, and/or help find solutions for issues that may arise.
8. Ensure a safe environment for all stakeholders.
9. Follow safety and emergency procedures and guidelines.
10. Assist students, staff, and visitors as needed.

Other

11. All other duties as assigned.

Equipment Used:

Standard performance, sound, lighting, electrical cables, and camera equipment.

Working Conditions:***Mental demands/Physical Demands/Environmental Factors:***

Ability to safely operate equipment.

Ability to operate heavy equipment (not to exceed 30 lbs)

Maintain emotional control under stress.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Application Procedures**District Employees:**

1. Complete an internal application online at <https://www.applitrack.com/terrellisd/onlineapp/>
 - a. You may attach an updated resume
 - b. You may attach a letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
2. Other credentials as applicable

Outside Applicants:

1. Online Application <https://www.applitrack.com/terrellisd/onlineapp>
 - a. You may attach a resume and a letter of interest addressing how your background and experience relate to the position's responsibilities and qualifications
 - b. Other credentials as applicable
2. Official transcript(s) will be requested after a recommendation for hire is received

Terrell ISD does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Melissa Nichols; *Executive Director of Human Resources*
700 North Catherine Street
Terrell, Texas 75160