

LC WORK SCHOLAR POSITION DESCRIPTION

Work Scholar job title: Box Office and Administrative Assistant

Worksite Name: Lewiston Civic Theatre

Employment Levels

<i>Entry Level</i>	<i>Intermediate Level</i>	<i>Skilled Level</i>
Characterized by highly structured tasks or outcomes, relatively low level or number of skills required, typically repetitive or routine tasks and requiring direct supervision of worker results	Involves less direct supervision than entry level, more work variety, and requires some independent exercise of judgment along with an increasing knowledge of the job.	Work is typically skilled, requires little direct supervision, requires independent judgment on procedures, has variety, includes training others, and the expectation of contributions toward improvement of the way work is carried out.

In what employment level does this position fall (circle one)?

Entry Level

Intermediate Level

Skilled Level

Describe the duties of this position.

- Recruit and organize volunteers for the Lewiston Civic Theatre (LCT) productions and events.
- Provide support for LCT social media marketing (working with radio and TV stations, our website designer, Mail Chimp, branding...etc.)
- Provide support for our children's acting classes and summer program and productions.
- Provide administrative support for our box office manager when needed.
- Create an inventory for props and costumes with in LCT holdings.
- Provide support as needed with our Main Stage productions.

List the learning opportunities for this position.

- Development of customer service skills in working with the public.
- Volunteer recruitment and management.
- Development of flexibility and collaborative skills.
- Learning to prioritize tasks and allocate time.
- General office skills.

What qualifications are required for this position?

- Good communication skills.
- Basic computer skills.
- The ability to remain flexible when presented with challenging situations.
- The ability to recognize tasks that need to be completed and to move forward with these tasks after getting approval.
- An understanding of the goals of LCT and our mission.

What skills are required for this position?

- The skill of problem-solving.
- The skill of clear communication.
- Computer skills.
- Empathy and cooperation.
- The ability to be a self-starter.

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