GETTING THE JOB AT ARTS & LECTURES
Print this out and put it under your pillow...

CHECK LIST FOR SUCCESS

1. Secure Work Study and print your Work Study referral.
2. Apply online through Gaucho Link (career.ucsb.edu/students/gaucholink.html). Applications will be accepted until the positions are filled. Select the job you prefer on the application. If you wish to apply for more than one Arts & Lectures job, please submit a separate application for each. Completed applications may also be returned to the Arts & Lectures office, Bldg 402, adjacent to Campbell Hall, Monday—Friday, 9am—5pm; fax to 805.893.8637.
3. Wait for your call for an interview.
4. Once hired, you will get a call from Emily Cesca, Assistant to the Director of Operations, for your hiring appointment. You will need to provide:
   a. Two forms of ID (driver’s license, passport, Social Security card, etc.)
   b. Work-Study Referral (may be printed out from the Financial Aid website beginning in September)
   c. Driver’s license and a copy of your auto insurance.
5. Ushers & Backstage Assistants: Attend the mandatory training session Wednesday, Sept. 25, 3–7pm.
   a. Read the manual in advance.
   b. Arrive on time.
   c. Bring your schedule of classes and any scheduling conflicts.
   d. Bring a pen to take notes.
   e. Most importantly bring yourself and a smile :-)!
   f. Get scheduled and begin a great year with Arts & Lectures!

SOME THINGS TO KEEP IN MIND ABOUT THE JOB

** TICKET OFFICE ASSISTANTS:**
- Must have Work Study.
- Requires excellent communication and math skills, dependability, ability to work with the general public, accurate handling of money and tickets, computer literacy and ability to work on a computerized ticketing system after training.
- Must be able to balance and reconcile ticket reports upon completion of training.
- A commitment to this job is mandatory.
- Ticket office assistants must be available to work at least three, two-hour shifts per week, plus a few scheduled evening performances of two to three hours, varying weekdays or weekends, each quarter.
- There will be a required two-day, two hours per day, training session in September, dates to be announced.
- Evening ticket office hours for performances require Ticket Office Assistants to wear appropriate evening attire.
- This job does require weekday and weekend work. If you have or will have commitments other than classes, and are unable to make this type of job dedication, please do not apply.
USHERS & BACKSTAGE ASSISTANTS:
- Must have Work Study.
- Must attend a **mandatory** orientation and training on September 25, 3–7pm in Campbell Hall.
- Success at A&L requires teamwork to put on excellent events. You will need scintillating communication skills, endearing people skills, and rock-solid dependability.
- After training, ushers are responsible for: taking tickets at the door; seating patrons at performances, film screenings and ticketed lectures; maintaining public safety at events; setting-up lobby tables, displays and merchandise prior to events; selling concessions and artists’ merchandise, and reconciling the income and bank; becoming knowledgeable about A&L programs; and being able to communicate effectively and courteously with A&L patrons.
- Ushers remain on duty throughout performances.
- Ushers are required to work a minimum of 10 events per quarter.
- Ushers are to provide their own uniform consisting of clean, ironed, black pants (no denim), a clean, ironed white blouse/shirt with collar, a black blazer, and nice, comfortable black shoes (no tennis shoes or high heels). Men must wear a tie. Neat appearance and dependability are essential.
- Ushers may be asked to serve in a variety of backstage support positions including laundering and ironing artists’ costumes, offering production assistance, assisting with artists’ transportation and providing hospitality (shopping for and providing backstage refreshments for artists).
- This job requires evening and weekend hours and occasional work during University breaks. If you have or will have commitments other than classes, and will be unable to make this type of job dedication, please do not apply.

PUBLICITY DISTRIBUTION TEAM:
- Must have Work Study.
- Post and distribute Arts & Lectures flyers, brochures, calendars and posters on campus and in Isla Vista, Goleta, Santa Barbara and Montecito.
- Expand and refine distribution routes.
- Involves significant responsibility for the public’s visibility of the A&L program and its events.
- Requires abundant initiative and physical energy.
- Comfortable shoes are recommended.
- Some in-office work is required during regular business hours. Other than that, the job offers great flexibility!
- Campus and Isla Vista routes are walked or biked.
- Must be able to drive and have own car (and car insurance) for Goleta, Santa Barbara and Montecito routes; mileage is reimbursed.

MARKETING ASSISTANT:
- Must have Work Study.
- Requires initiative, strong writing skills, strong computer skills and keen attention to detail.
- Some previous knowledge of film, the performing arts and writers is helpful, not required.
- Some previous knowledge of area media outlets is helpful, not required.
- Must become knowledgeable about A&L programs.
- You are required to work 10–15 hours per week.
Volunteer Ushers:

- Must attend a mandatory orientation and training on September 25, 3–7pm, in Campbell Hall.
- Success at A&L requires teamwork to put on excellent events. You will need scintillating communication skills, endearing people skills, and rock-solid dependability.
- After training, volunteer ushers are responsible for stuffing and passing out programs, and seating patrons at performances, film screenings and ticketed lectures.
- Volunteer ushers remain on duty throughout performances, but can usually sit down 30 minutes after the start to enjoy the show.
- Ushers must become knowledgeable about A&L programs and be able to communicate effectively and courteously with A&L patrons.
- Volunteer ushers are required to work a minimum of three events per quarter.
- Volunteer ushers are to provide their own uniform, consisting of clean, ironed, black pants (no denim), a clean, ironed white blouse/shirt with collar, a black blazer and nice, comfortable black shoes (no tennis shoes or high heels). Men must wear a tie. Neat appearance and dependability are essential.
- Evening and weekend hours.