GETTING THE JOB AT ARTS & LECTURES

Check list for success

1. Secure Work-Study and print-out a Work-Study referral.
2. Fill out an application. (We accept applications until the positions are filled.)
3. Return application to the A&L office Monday-Friday, 9am–5pm (Bldg. 402, adjacent to Campbell Hall); fax to 805.893.8637; or email to aandl-info@sa.ucsb.edu.
4. Get interviewed.
5. Get hired.
6. Once hired, bring the following to Emily Cesca, Assistant to the Director of Operations:
   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)
7. Ushers & Backstage Assistants: Attend the mandatory training session Wednesday, Sept. 22, 3–7pm.
   a. Arrive on time.
   b. Bring your schedule of classes and any scheduling conflicts.
   c. Wear your self-provided uniform (as stated under job descriptions).
   d. Bring a note pad and pen.
   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:
- 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.
- You are required to work 8-12 hours per week.
- 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.
- Must have Work Study.
**Ushers & Backstage Assistants:**

- Success at A&L requires excellent communication skills, people skills, dependability, ability to work with the general public, and the ability to work as a team with other ushers and management staff.
- 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 artists’ merchandise at events and assisting concessionaire; 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, and providing hospitality (shopping for and providing backstage refreshments for artists.)
- This job requires evening and weekend hours. If you have or will have commitments other than classes, and are unable to make this type of job dedication, please do not apply.
- Must have Work Study.
- Must attend a mandatory orientation and training on September 22, 3–7pm in Campbell Hall.

**Development Assistant:**

- Requires proficiency in Microsoft Office programs, including Word, Excel, Outlook and PowerPoint.
- Experience in database management is desired.
- Correspondence and recordkeeping require a high degree of accuracy.
- Interest in grant research, application and follow-up desirable.
- Interaction with donors at donor events and requires professional appearance.
- A high level of confidentiality is mandatory.
- You are required to work 10–15 per week.
- Must have Work Study.

**Publicity Distribution Team:**

- 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 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 then 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.
- Must have Work Study.
MARKETING ASSISTANT:
- 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.
- Must have Work Study.

VOLUNTEER USHERS:
- Requires excellent communication skills, people skills, dependability, ability to work with the general public, and the ability to work as a team with other ushers and management staff.
- 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.
- 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.
- There will be a mandatory orientation and training on September 22, 3–7pm, in Campbell Hall.