

University of Dubuque Heritage Center

Student Worker Application Sheet

Name: _____

First

Middle Initial

Last

Student ID Number: _____ Phone: _____

UD E-mail: _____

Freshman Sophomore Junior Senior

Major: _____

- *Positions Available: Usher
- (Check all that interest you) Ticketing Assistant
- Art Gallery Technician
- Stage Technician
- Promotions/Student Engagement Assistant

*Candidates with a flexible schedule including evenings and weekends are desired.

All positions start at \$11.25 / Hour

Applicant Signature: _____ Date: _____

Please turn in completed form to:

Victoria Molle, Director of Audience Services

Heritage Center Room 116/#563-589-3432 or vmolle@dbq.edu



UNIVERSITY of DUBUQUE

*The opportunities for students to become actively involved with Heritage Center operations offer a number of career and resume building experiences. **Only serious candidates need apply.** Here are the jobs that we will be looking for students to fill:*

Front of House Opportunities:

Ushers: Work events welcoming patrons to the facility; guiding them to their seats, providing primarily a hospitality, PR, and safety function. Person needs to be knowledgeable of the seating layout, of emergency contingencies and exit plans, and ensuring that all patrons have a distraction-free performance. Most events will likely require a 3-4-hour time commitment when you consider arriving at least one hour early for some event specific prep time to ushering the patrons out of the venue and tidying up afterwards. Usher uniform shirt is provided.

Ticketing Assistants: This position will require some rigorous training, likely in the neighborhood of 6-10 hours which includes some shadowing and side-by-side time with a supervisor. Position will involve cash handling and also serves as a front-line person for the university so excellent customer service is essential as personnel will interact directly with the public through ticketing transactions. The box office may be the very first point of contact for someone in the Dubuque community, with the University of Dubuque, so first impressions are critical. Box office hours are Monday thru Friday, 11 am to 2 pm, and 90 minutes prior to any ticketed event. Attire is business casual with uniform shirt provided.

Art Gallery Technician: You will help hang and take down gallery exhibitions while also helping with a lot of the “behind the scenes” and day to day tasks. You will work closely with a wide variety of local and big artists of all mediums. The gallery is open for every major event at Heritage Center so you will be responsible for standing at the gallery doors, welcoming patrons to the facility and exhibition while also answering any questions they may have pertaining to the exhibit on display.

Backstage Opportunities:

Stage Technician: Responsible for all aspects of live performance/events including but not limited to lighting, sound, wardrobe, props, and staging that is specific to each event along with general maintenance of the equipment and facility. Hours are based on event requirements and number of events, there are no specific set hours or minimum number of hours promised. Crew calls are posted and it is a first come first served as to who is assigned to which event(s). Must be able to lift and carry up to 70 lbs.