

UNIVERSITY OF SOUTHERN CALIFORNIA
 DIVISION OF STUDENT AFFAIRS
Performance Venues
APPLICATION FOR EMPLOYMENT



Date: _____

Please circle the positions for which you are interested in applying. See attached position descriptions for more information:

- | | | | |
|-------------------------|---------------------------|---------------------|------------------------------------|
| Audio Technician | Barista | Event Usher | Lighting Technician |
| Operations Staff | Production Manager | Receptionist | Technical Theater Assistant |

Name: _____

Have you worked for USC before? Y / N

Student ID #: _____
 (No SSN)

If so, when and for what department(s)?

Birth Date: _____

Cell Phone: _____

USC Email: _____

Local Address: _____

Preferred Email (if different than USC): _____

Major(s): _____

Permanent (Emergency) Address: _____

Expected Graduation Date: _____

Home Phone: _____

Do you have any theater, event planning, or barista experience?

Do you have college workstudy (CWSP)? Y / N. If yes, what is your allocation? \$ _____

Class standing: Freshman Sophomore Junior Senior Grad

Number of hours per week desired: _____

Would you be willing to work the following? Evenings Weekends Breaks

Do you have any physical limitations? _____ If so, please describe: _____

For Office Use Only

1) Received _____ 2) Interviewed _____ 3) Schedule Received _____
 4) info in database _____ 5) P work complete _____ 6) Trained by _____

WORK EXPERIENCE

TYPE OF WORK	EMPLOYER	DATES	REASON/ LEAVING
<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>

REFERENCE #1 Professional:

Name: _____

Address: _____

Phone # _____

Relation: _____

REFERENCE #2 Professional:

Name: _____

Address: _____

Phone # _____

Relation: _____

EMERGENCY CONTACT:

Name: _____

Relation: _____

Address (if different from Permanent Address):

Phone # _____

If not in person, mail completed application to:

Performance Venues Personnel Manager
 3551 Trousdale Parkway
 Scheduling Office
 ADM 299 (Mail Code: 4014)
 Los Angeles, CA 90089

For Office Use Only

1) Received _____

2) Interviewed _____

3) Schedule Received _____

4) info in database _____

5) P work complete _____

6) Trained by _____

PERFORMANCE VENUES EMPLOYEE SCHEDULE

Employee Name _____ Position(s) _____

Employee Availability:

Performance Venues are open 24 hours a day, 7 days a week.

Please mark blocks of time that you are available to work with an "A" for each hour available. If you are not available to work at all on a particular day write NONE. If you can work all day write ALL DAY.

Example: Person X can work from 6:00am to 9:00pm with a break from 2:00pm to 5:00pm. They would fill out the column as indicated.

***Ground Zero Applicants:** Due to the nature of our venue, GZ operates on three 6 hour shifts per day. Please include all of you availability as described above while keeping in mind that our shifts are from 8am-2pm, 1:30pm-7:30pm and 7pm-1am and you are only considered available for a shift if you are able to work all six hours.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	(example)
5a-6a								
6a-7a								A
7a-8a								A
8a-9a								A
9a-10a								A
10a-11a								A
11a-12p								A
12p-1p								A
1p-2p								A
2p-3p								
3p-4p								
4p-5p								
5p-6p								A
6p-7p								A
7p-8p								A
8p-9p								A
9p-10p								
10p-11p								
11p-12a								
12a-1a								
1a-2a								
2a-3a								
3a-4a								
4a-5a								

Please list any specific days you know you will not be able to work including breaks and holidays.

For Office Use Only

- 1)Received _____ 2) Interviewed _____ 3) Schedule Received _____
 4) info in database _____ 5)P work complete _____ 6)Trained by _____

Position Descriptions

Audio Technician:

Work under the direct supervision of the PV Technical Director and Stage Manager to set up, maintain, and operate audio systems for theatrical events. Engineer audio for events ranging in complexity from lectures to complex musical acts. Attendance at regularly scheduled staff meetings and training sessions is required. Must be available nights and weekends.

Barista:

Prepare a variety of specialty drinks, coffee, and milkshakes. Responsible for opening and closing the venue and maintaining the space. Baristas must be able to work unsupervised and have great customer service skills. Ground Zero is student-run, so baristas must be comfortable reporting to other students. Ground Zero is also a student-run performance venue. Opportunity to work in the PR team and the possibility of promotion to work on event production.

Scheduling Receptionist:

Scheduling Receptionists are responsible for communicating information about the University to visitors, students, and campus departments and offices. Focused and assertive customer service is required. Scheduling Receptionists are responsible for clerical duties of the Scheduling Office. Including, but not limited to, answering multiple line telephones, greeting guests, and answering questions regarding Orientation and Campus Activities.

Event Usher:

Ensure a positive patron experience at high profile theatrical events at several venues on campus. Ushers aid the House Manager in maintaining the lobby and seating area. Duties may include, but are not limited to: collecting tickets, passing out programs, seating patrons, and answering guest questions. Must be available nights and weekends.

Lighting Technician:

Work under the direct supervision of the PV Technical Director and Stage Manager to set up, maintain, focus, and operate lighting systems for events. Program lights for events ranging in complexity from lectures to complex musical acts. Attendance at regularly scheduled shifts and training sessions is required. Must be available nights and weekends.

Operations Staff:

Operations Technicians are responsible for performing the day-to-day maintenance of facilities, configurations of room and outdoor setups, patrolling outdoor venues, overseeing vendors and Trousdale tables, checking banner spaces, and performing other related services as assigned.

Production Manager:

A Performance Venue Production Manager is responsible for working with clients to help plan and produce events, assessing and collecting payments for services rendered to clients, managing their respective production office, acting as an employee liaison to the Technical Director and Scheduling and Production Manager, and all organization and coordination of the facility schedule. Attendance at weekly production meetings required.

Technical Theatre Assistant:

Work under the direct supervision of the PV Technical Director and Stage Manager for various events. In addition to working for Stage Manager, the position is most frequently a training program for advancement to Audio, Lighting, and Stage Management. To that end, technical assistants are encouraged to ask questions of and interact extensively with all production personnel. Attendance at regularly scheduled staff meetings and training sessions is required. Must be available nights and weekends.

For Office Use Only

1)Received _____ 2) Interviewed _____ 3) Schedule Received _____
4) info in database _____ 5)P work complete _____ 6)Trained by _____

What Now?

Completed applications can be returned at the Scheduling Office, 9:00am to 5:00pm, Monday through Thursday and 9:00am to 4:00pm on Fridays. We are located on the second floor of the Bovard Administration Building (ADM). To access the Scheduling Office, please go through the open brown gate on the southwest side of the ADM building (not the main lobby doors!), turn right, and go up the exterior set of stairs.

Additional questions should be directed towards the Performance Venues Personnel Manager, who can be reached at pvstaff@usc.edu or (213) 740-6738.



For more information Performance Venues, please visit our websites:

Bovard Auditorium
www.usc.edu/bovard

Ground Zero Performance Café
www.usc.edu/gzcoffee

Scheduling Office
www.usc.edu/campuscenter

For Office Use Only

1)Received _____ 2) Interviewed _____ 3) Schedule Received _____
4) info in database _____ 5)P work complete _____ 6)Trained by _____