

Theatre Assistant

Posting Date: 1/6/2026

Classification: Work-study

Description: Work responsibilities will include but are not limited to:

The student worker will be required to do the following:

- Run and manage the Theatre Box Office during the week and production evenings, which includes: handling cash payments, processing refunds when necessary, and general customer service.
- Set construction for theatre productions.
- Ability to use power tools and paint.
- Some heavy lifting required for lumber, materials, and set pieces.
- Inventory of materials and tools.
- Aid in other production elements such as prop construction or hanging and focusing lights in the auditorium.
- Assistance in maintaining the auditorium before, during, and after productions or events are held.
- Event setup as required.
- Other tasks as needed.

This position will meet during the week in the afternoon and on some weekends throughout the semester.

Qualifications: Student must have a Free Application for Federal Student Aid (FAFSA) completed and must be enrolled as a regular student. Student must meet satisfactory academic progress (SAP) requirements. Candidate should have excellent people skills and the ability to maintain a friendly attitude and work effectively with students, staff and faculty.

Pay Rate: \$12.00 per hour and up to 18 hours per week, as is approved through financial aid.

To Apply: To schedule an interview, please contact Nathan Miles, nmiles@nmjc.edu or 575-492-2628.

Application Deadline: Open until filled