

DEPARTMENT OF THEATRE & DRAMA

**University of Wisconsin - Madison
Job Description**

**Theatre and Drama 161 Backstage Labs
Electrics Teaching Assistant**

.333 time
12/20/05

Duties:

- Serve as instructor for Theatre and Drama 161, Labs - section 9 (Electrics) as scheduled in Timetable.
- Maintain attendance and daily grade report records.
- Prepare demonstrations as necessary and clean-up after
- Prepare final grades. Turn in final grades at semester's end to the Dept. office using forms provided by the University.
- Supervise in the maintenance of all Theatre and Drama lighting equipment, cable and accessories.
- Supervise and/or construct lighting/electric projects required in UT productions
- With the Electrics and Sound Supervisor, advise the Master Electrician of each production in their duties, feasibility of the design, execution of the plot in a timely manner, and UT procedures to be followed.
- Attend all TA Work Calls on the call list issued each semester.
- Meet with T&D 160 lab

Training:

- Attend two 2-hour training sessions with your immediate supervisor during Welcome Week. Contact your supervisor to schedule these meetings.
- Meet with your immediate supervisor six additional times during the semester at regular intervals during the semester for additional training and problem-solving. Contact your supervisor to schedule these sessions.

Skills Required:

- A thorough knowledge of stage electrics.
- A thorough knowledge of University Theatre safety policies.
- A working knowledge of all University Theatre lighting equipment.
- A basic knowledge of stage rigging.
- A basic knowledge of the Electrics Studio operation.
- A basic knowledge of University Theatre operation and related course work.

Amount of Time Required:

Total hours of employment per semester is 240. In general, the following breakdown applies:

- TA Calls (Strikes, Load-ins, Pre-Load-ins, etc.) 102.5 hours
- Class hours 90 hours
- Office hours (1 scheduled hour/wk) 15 hours
- Preparation 15 hours
- Meetings 7.5 hours
- Training 10 hours

Supervision:

- **Immediate Supervisor:** Electrics and Sound Supervisor
- **Other Supervisors:** UT Production Manager

I have read and understand this job description (sign above)

Date