

DEPARTMENT OF THEATRE & DRAMA

**University of Wisconsin - Madison
Job Description**

170 Teaching Assistant

.333 time

11/26/02

Duties

Serve as instructor for Theatre and Drama 170, Fundamentals of Stagecraft, including:

- Present weekly lectures as scheduled in Timetable using existing dept. lecture materials as much as possible. Use the established 170 syllabus.
- Prepare demonstrations as necessary and clean-up after
- Arrange for guest lecturers as needed
- Distribute and grade exam(s) and worksheets
- Make at least two hours per week available for office hours
- Prepare final grades
- Coordinate with Scene Studio regarding lab sessions for 170 students
- Attend all TA Work Calls on the call list issued each semester.

Training:

- Attend two 2-hour training sessions with your immediate supervisor during Welcome Week or before. 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 stagecraft
- A basic knowledge of stage rigging
- A basic knowledge of the Scene Studio 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.)	100 hours
• Class hours	44 hours
• Office hours (1 scheduled hour/wk)	15 hours
• Preparation	66 hours
• Meetings	5 hours
• Training	10 hours

Supervision:

- Immediate Supervisor: Scene Studio Supervisor
- Other Supervisors: Faculty Technical Director

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

Date