YSD/YRT Student Jobs Brochure
MAR 2015

Dean, School of Drama

Duties: Greet and direct visitors. Prep, serve, and/or clean up Commencement Luncheon.

Terms / Schedule: Occasional (non-assigned) opportunities.

Acting Department

Duties: Perform general clerical/secretarial work for the Acting Department. Serve as Class Assistant to one or more faculty members. Serve as monitors during the Acting Department's annual auditions and final callback weekend in New Haven.

Terms / Schedule: Assigned flexible positions (1 - 5 hours per week for 30 weeks), and occasional (non-assigned) opportunities.

Design Department

Duties: Perform general clerical / secretarial work for the Design Department office or library. Serve as a Class Assistant for a Design Department course.

Terms / Schedule: Assigned flexible positions (1 - 5 hours per week for 30 weeks), and occasional (non-assigned) opportunities.

Directing Department

Duties: Perform general clerical/secretarial work for the Directing Department or serve as a Class Assistant for a Directing Department course.

Terms / Schedule: Assigned flexible positions (1 - 5 hours per week for 30 weeks), and occasional (non-assigned) opportunities.

Dramaturgy & Dramatic Criticism Department

Duties: Perform general clerical/secretarial work for the Dramaturgy and Dramatic Criticism Department. Monitor the receipt/return and manage the processing of solicited and unsolicited manuscripts. Shuttle Department faculty and guests to and from train station.

Terms / Schedule: Assigned flexible positions (1 - 5 hours per week for 30 weeks), and occasional (non-assigned) opportunities.

Playwriting Department

Duties: Perform general clerical/secretarial work for the Playwriting Department or serve as a Class Assistant for a Playwriting Department course.

Terms / Schedule: Assigned flexible positions (1 - 5 hours per week for 30 weeks), and occasional (non-assigned) opportunities.

Sound Design Department

Duties: Perform general clerical/secretarial work for the Sound Design Department or serve as a Class Assistant for a Sound Design Department course. Maintain the Sound Studio and / or Sound Department equipment.

Terms / Schedule: Assigned flexible positions (1 - 5 hours per week for 30 weeks), and occasional (non-assigned) opportunities.

Stage Management Department

Duties: Perform general support work for the Stage Management Department. Arrange logistics for and accompany the annual audition tour. Edit / distribute scripts for YRT and YSD productions. N.B: Artistic staff are not to be paid for editing or adapting scripts for their own productions.

Terms / Schedule: Assigned flexible positions (1 - 5 hours per week for 30 weeks),and occasional (non-assigned) opportunities.

Technical Design & Production Department

Duties: Perform general clerical/secretarial work for the Technical Design & Production Department or serve as a Class Assistant for a Technical Design & Production Department course.

Terms / Schedule: Assigned flexible positions (1 - 5 hours per week for 30 weeks), and occasional (non-assigned) opportunities.

Theater Management Department

Duties: Perform general administrative work for the Theater Management Department; serve as a Class Assistant for Theater Management Department courses and workshops; coordinate Theater Management alumni relations.

Terms / Schedule: Assigned flexible positions (1 - 5 hours per week for 30 weeks).

Registrar

Duties: Perform general clerical/secretarial work for the Registrar.

Terms / Schedule: Occasional (non-assigned) opportunities.

Development and Alumni Affairs Office

Duties: Write, edit, and/or photo edit for the Annual Magazine. Help with donor and alumni special events and receptions. Provide clerical and administrative support. Summer work includes editorial work for the Magazine, grant writing, research and event planning.

Terms / Schedule: Occasional (non-assigned) opportunities.

Education / Accessibility Services Department

Duties: Perform general clerical/secretarial support for the Education/Accessibility Services department. Coordinate and assist with events/workshops. Visit local schools.

Terms / Schedule: Occasional (non-assigned) opportunities.

Dwight/Edgewood Project

Duties: Positions include program management, mentoring middle school children and acting in their original plays; providing design, technical support and direction of 10 original plays written by children.

Terms / Schedule: Assigned (hired) positions (10 – 40 hours per week) depending on position; majority of hours end of May – June.

Marketing / Press

Duties: Shuttle people, deliver packages, provide clerical, secretarial, or other support for the Marketing Department. Greet and direct applicants during local auditions.

Terms / Schedule: Occasional (non-assigned) opportunities.

Information Technology

Duties: Troubleshoot, manage, and support the Drama School's computer hardware and software. Provide Help Desk consultation as needed.

Terms / Schedule: Occasional (non-assigned) opportunities.

Operations

Duties: Perform miscellaneous cleaning or maintenance/repair tasks in any of our facilities.

Terms / Schedule: Occasional (non-assigned) opportunities.

YRT Company Management

Duties: Prep apartments for YRT artists and/or perform other company support chores such as grocery runs, train runs, and setting up load-in / strike meals.

Terms / Schedule: Occasional (non-assigned) opportunities.

YSD Company Management / Show Administration

Duties: Distribute posters / flyers; perform various administrative support chores for YSD Series productions.

Terms / Schedule: Occasional (non-assigned) opportunities.

Student Labor

Duties: Perform general clerical/secretarial work.

Terms / Schedule: Occasional (non-assigned) opportunities.

Ushering

Duties: Serve as usher, concierge, concessionaire for a YRT or YSD production.

Terms / Schedule: Assigned positions of 1 to 4.5 hours per performance scheduled over a production's run. For YRT productions, 15 to 60 hours in 2 weeks. For YSD productions, 25 hours in 1 week.

Special Events

Duties: Provides administrative support or helps build, install, run, and/or strike a production.

Terms / Schedule: Assigned and occasional (non-assigned) opportunities.

~~Production Departments~~

~~**Duties:** Provide skilled or unskilled help in the costume, lighting & sound shops.~~

~~**Terms / Schedule:** Scheduled flexible (1 – 5 hours per week for 30 weeks), and occasional (non-assigned) opportunities~~.

Costume Crews

Duties: Build or maintain (i.e., clean, dry-clean, press, store) costumes for a YRT or YSD production.

Terms / Schedule: Occasional (non-assigned) opportunities.

Electrics Crews

Duties: Hang and focus lights for a YRT or YSD production. During the run, may perform daily notes or dimmer checks. At the close, may be scheduled to take part in the strike.

Terms / Schedule: Assigned regularly scheduled positions of 25 to 50 hours scheduled afternoons and / or evenings starting, generally, at the production's load in and continuing for 2-1/2 to 3 weeks.

Projection Crews

Duties: Install and troubleshoot projection systems; provide technical support for the systems throughout tech rehearsals and run; strike the systems.

Terms / Schedule: Assigned regularly scheduled positions of 25 to 50 hours scheduled afternoons and / or evenings starting, generally, at the production's load in.

Sound Crews

Duties: Install and troubleshoot sound systems; provide technical support for the systems throughout tech rehearsals and run; strike the systems.

Terms / Schedule: Assigned regularly scheduled positions of 25 to 50 hours scheduled afternoons and / or evenings starting, generally, at the production's load in.

Run Crews

Duties: Fill any of the following (or related) positions in a YRT or YSD production: Light or Sound Board Operator, Automation Operator, Followspotter, Props Runner, Deckhand, Flyhand, Dresser, and Wardrobe Runner. YRT Run Crews work under Professional Staff. YSD Run Crews work under student Stage Carpenters and Stage Managers.
Tech rehearsals take place afternoons and evenings Monday through Saturday and begin immediately after classes.

Terms / Schedule: Afternoons and / or evenings during a single production's tech rehearsals and run. For YRT productions, 175-200 hours in roughly 4 weeks. For YSD productions including the Carlotta Festival, 85 hours in roughly 3 weeks.

Scenery Build and Load-in Crews

Duties: Build and load in scenery and / or props for a YRT or YSD production.

Terms / Schedule: Assigned regularly scheduled positions of 25 to 100 hours. During build, work generally occurs in weekday afternoons. During load in, work may occur afternoons and evenings, weekdays and weekends.

Scenic Artists

Duties: Paint scenery or props for a YRT or YSD production. As Scenic Charge, develop and oversee the paints budget and schedules and supervise scenic artist crews.

Terms / Schedule: Assigned regularly scheduled positions of 50 to 75 hours afternoons and / or evenings between a production's build and opening.

Strike and Changeover Crews

Duties: Strike scenery, electrics, costumes, or sound equipment for a YRT or YSD production.

Terms / Schedule: Generally not assigned. Occurs as soon as practicable after a production closes.

Production Departments: M&R

Duties: Provide skilled or unskilled help with maintenance and repair in costume, electrics, paint, projections, props, scenery and sound departments.

Terms / Schedule: Scheduled flexible (1 - 5 hours per week for 30 weeks), and occasional (non-assigned) opportunities.

Studio Production (SP), Spring Project (SPR), and Shakespeare Repertory Project (SRP) Crews

Duties: Help build, install, and/or run a production. N.B: Students cast in or assigned as artistic, administrative, or technical staff for these productions must participate in and will not be paid for striking.

Terms / Schedule: Assigned regularly scheduled positions (typically 25 to 50 hours within a 6-week production period), and occasional (non-assigned) opportunities.

Cabaret

Duties: Assist in managing the Cabaret's budgets, staffing, and operations. Provide / monitor technical support for Cabaret productions. Execute graphic designs for advertising or develop the food service menu. Work as house or food service staff.

Terms / Schedule: Assigned flexible positions (1 - 5 hours per week for 20 productions), and occasional (non-assigned) opportunities.

Theater Magazine

Duties: Assist in preparing the magazine for publication.

Terms / Schedule: Assigned (flexible) positions. Occasional (non-assigned) opportunities.