



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. If you check more than one position please list them below in the order you would prefer. See attached position descriptions for more information:

Technical Theater Assistant
Audio Technician
Lighting Technician
Event Usher

Talent Liaison
Public Relations/Promotions
Production Manager

GZ Barista
GZ General Manager
GZ Bar Manager

(most preferred) **1.** _____ **2.** _____ **3.** _____

Name: _____

Have you previously worked at USC? _____

Birth Date: _____

Do you currently work for another USC department?

Cell Phone: _____

Student ID # (No SSN): _____

If so, what department(s)?

USC Email: _____

Preferred Email (if different than USC Email):

Local Address: _____

Major(s): _____

Permanent (Emergency) Address: _____

Expected Graduation Date: _____

Home Phone: _____

Please describe any relevant experience for the position(s):

What computer programs are you familiar with?

Do you have college work-study (CWSP)? _____ 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

Some positions require heavy lifting (at least 50 lbs) and/or long periods of standing. Do you have any limitations that might prevent you from fulfilling these requirements? _____



Position Descriptions

Technical Theatre Assistant

Work under the direct supervision of the PV Technical Director and Stage Manager for various events. In addition to working for the 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 training sessions is required. Must be available nights and weekends.

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.

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.

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.

Talent Liaison

Crucial in event executions at Tommy's Place. The liaison serves as the middle person between the talent and the Performance Venues technical crew. The Talent Liaison is a proactive position and assists the talent in load-in, load-out, and ensures patron satisfaction with programming.

Public Relations

Responsible for the overall creative outlook for Ground Zero or Tommy's Place, including new in house themes as well as monthly events hosted by each venue. Acts as supervisor to a PR staff of four or more, and delegates task to each position. Constant tabling and flyering will be required as well as keeping GZ or TP well publicized within USC's campus as well as around USC's campus. Attendance at weekly production meetings is required.

Production Manager

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 is required.

Ground Zero 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 work on event production is possible.

Ground Zero General Manager

Responsible for constant communication with all Ground Zero staff members. Knowledgeable of every executive staffs' position, they must be ready to step in at a time of emergency if one were to need it. The General Manager is in charge of scheduling all baristas, as well as house managers. In addition, the general manager is a part of the hiring process and makes sure that everything is running smoothly within Ground Zero on a daily basis.

Ground Zero Bar Manager

In charge of all responsibilities relating to inventory. The bar manager is in constant communication with the bar staff on new tasks the bar staff needs to execute. Great communication skills are needed seeing that the bar manager needs to be speaking to different vendors relating to all types of inventory that Ground Zero.



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 **unavailable** to work with an “X” for each hour unavailable. If you cannot work on a particular day write “**NONE**”. If you can work all day write “**ALL DAY**”.

Example: Tommy Trojan has class from 8:00am to 11:00am and 3:00pm to 5:00pm and a club meeting from 9:00pm to 10:00pm. They would fill out the column as indicated below.

Due to the nature of the events at Performance Venues we require **AT LEAST 2** blocks of 4 hours of availability and at least one of these blocks of availability must be on a weekday. Please keep in mind this does not mean you will be scheduled for every hour of the 4 hour block.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Example
12am-1am								
1am-2am								
2am-3am								
3am-4am								
4am-5am								
5am-6am								
6am-7am								
7am-8am								
8am-9am								X
9am-10am								X
10am-11am								X
11am-12pm								
12pm-1pm								
1pm-2pm								
2pm-3pm								
3pm-4pm								X
4pm-5pm								X
5pm-6pm								
6pm-7pm								
7pm-8pm								
8pm-9pm								
9pm-10pm								X
10pm-11pm								
11pm-12am								

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



WORK EXPERIENCE

TYPE OF WORK	EMPLOYER	DATES	REASON/LEAVING

REFERENCE #1 Professional:

Name: _____

Address: _____

Phone # _____

Relation: _____

REFERENCE #2 Professional:

Name: _____

Address: _____

Phone # _____

Relation: _____

EMERGENCY CONTACT:

Name: _____

Address: _____

Phone # _____

Relation: _____



What Now?

Completed applications can be returned to our personnel office, 10:00am to 5:00pm Monday through Thursday, and 10:00am to 4:00pm on Fridays.

Our office is located in the center of the USC University Park Campus in the Ronald Tutor Campus Center (TCC), in Suite 330.

If you wish to mail your completed application, please send it to:

Performance Venues Personnel Manager
Scheduling Office
3607 Trousdale Pkwy
TCC 330, Mail Code, 3103
Los Angeles, CA 90089-3103

Additional questions should be directed to the Performance Venues Personnel Manager, who can be reached at pvstaff@usc.edu or (213) 740-7778.

For more information about Performance Venues, please visit our websites:

Bovard Auditorium
www.usc.edu/bovard

Ground Zero Performance Café
www.usc.edu/gzcoffee

Tommy's Place
www.tommysplaceusc.com