

## Position Announcement

### Technical Assistant

Part time position available for fall and spring semesters only

#### Duties:

Assist the Visiting Instructor Laboratory Specialist in the School of Theater and Music with maintenance and supervision of the day to day use of audio visual and IT equipment. Managing and cleaning of tech areas including Theater Tech Booth and tech storage cage. Assisting in the distribution and managing return of technical resources. Maintaining a Checkout inventory. Providing technical assistance for concerts, rehearsals, and events as needed. Assisting with office duties as needed (ie: general cleaning, room set up, courier services, data entry, etc.) Assisting with the maintenance of several aspects of a multi-use computer lab.

#### Required Qualifications:

UIC Federal Work Study awarded student. Experience with Audio/Visual equipment. Audio recording and live sound or lighting experience a plus. Training on basic sound and lighting and music software will be provided as needed. Must be able to lift speakers up to 50 pounds and perform other physical tasks.

#### Salary:

\$10.20/hour with hours ranging from 2 - 10 hours/week

Position will remain open until filled.

For full consideration, please submit a cover letter, resume, and current course schedule to Ryan Ingebritsen at [ingebrit@uic.edu](mailto:ingebrit@uic.edu). For more information, contact Ryan Ingebritsen at the email address listed.

