



# NOW HIRING

## Student Assistant, Department of Theatre and Film “CASUAL CREW”

**Job Number:**

A45.22

**Classification:**

Student Assistant – **MUST BE A CURRENT STUDENT**

**Date Posted:**

April 25, 2022

**Posting Close Date:**

**May 9, 2022**

**Employee Group:**

AESES

**Professional Areas:**

Staff

**Hiring Range:**

\$11.90 - \$13.20 per hour + 6% vacation pay

**Position Category:**

Variable Hours (Student Assistants may only be employed up to a maximum of 500 working hours during the period of August 30 to April 30.)

**Probation/Trial period:**

910 working hours or six (6) months, whichever occurs first.

**Start Date:**

As soon as possible

**Renewal Date (subject to verification of student status):**

August 31, 2022

**Hours:**

0-34 hours per week

**Job Type:**

Variable Hours

**Condition(s) of Employment:**

Must be legally entitled to work in Canada.

**This posting will be used to hire up to 10 vacancies.**

**RESPONSIBILITIES:**

- Re-stock items to specifically allocated areas.
- Performs minor repairs/maintenance to lighting, sound or film equipment under supervision, using established guidelines.
- Assists senior staff with re-organizing items within storage areas. May include removal of costume pieces, relabeling shelving areas for theatrical/film props, cleaning theatrical/film storage areas.
- Set-up and takes down specialized theatrical equipment for a client renting facilities, while under supervision.
- Provides basic support to administrative areas within the department by maintaining and filing archival materials, or other administrative tasks under the direction of a senior staff member.

**QUALIFICATIONS:**

- Must be a current UW Student who has successfully completed THFM-2801 or THFM-2803 within the last 5 years.
- Familiarity with theatre and film equipment.
- Ability to follow oral and written instructions.
- Ability to communicate effectively.
- Ability to work independently or as part of a small group.
- Ability to maintain cleanliness and safety standards.
- Ability to perform heavy lifting (e.g. 20 lbs. lighting equipment).
- May be required to work at moderate heights (lighting catwalk at 17").

**OR EQUIVALENT COMBINATION OF EDUCATION, EXPERIENCE, SKILLS, KNOWLEDGE AND ABILITIES**

**Note:** The work described in this posting will be conducted in-person.

The University of Winnipeg has a Mandatory COVID-19 Vaccination Policy that requires all those coming to designated indoor campus spaces to provide proof they are fully vaccinated. The Policy will be suspended effective May 2, 2022. However, prospective employees should know that the Policy may be reinstated in the future based on changing public health circumstances

The University of Winnipeg is committed to equity, diversity and inclusion and recognizes that a diverse staff and faculty benefits and enriches the work, learning and research environments, and is essential to academic and institutional excellence. We welcome applications from all qualified individuals and encourage women, racialized persons, Indigenous persons, persons with disabilities, and 2SLGBTQ+ persons to confidentially self-identify at time of application.

If you require accommodation supports during the recruitment process, please contact Sheena Laurin, HR Assistant at sh.laurin@uwinnipeg.ca or 204-988-7648.

The personal information of applicants is collected under the authority of the University of Winnipeg Act and 36(1)(b) of the Freedom of Information and Protection of Privacy Act. All personal information collected via the recruitment process is used to assess the applicant's suitability, eligibility, and qualifications for employment, and to otherwise support recruitment activities. This information will be provided to participating members of the recruitment process. Questions regarding the collection of your personal information may be directed to the Director, HR Services, 515 Portage Avenue, Winnipeg, MB, R3B 2E9 or 204.786.9066.

**TO APPLY:**

<https://www.northstarats.com/University-of-Winnipeg/Student-Assistant-Department-of-Theatre-and-Film/67962>