



**JOLIET**  
JUNIOR COLLEGE  
—1901—

**POSITION TITLE:** Theatre Intern  
**STATUS:** Part time  
**DEPARTMENT:** Fine Arts Department  
**DIVISION:** Academic Affairs  
**CLASSIFICATION:** Non-exempt  
**UNION:**  
**REPORTS TO:** Technical Supervisor, Theatre  
**PLACEMENT:**  
**PAY RATE:** \$10.00/hour

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Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The student population at the college is diverse in ethnicity, gender, language, age and background. Joliet Junior College is an AA/EO employer and strongly encourages applications from candidates who would enhance diversity of its staff.

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#### **POSITION SUMMARY**

Provides assistance to faculty and staff of the Fine Arts Theatre; generating photographs of props, costumes and scripts; data entry of props costumes and scripts, and labeling for theatre inventory in props, costumes and scripts.

#### **ESSENTIAL JOB DUTIES AND KEY RESPONSIBILITIES**

1. Assist Technical Supervisor, Theatre and the Assistants to the Technical Supervisor, Theater as needed.
2. Take photographs of the props that will be added to the Theatre Inventory Database.
3. Take photographs of the costumes that will be added to the Theatre Inventory Database.
4. Add descriptions of props and costumes to Theatre inventory Database.
5. Add scripts to the Theatre Inventory Database.
6. Add inventory number tags to props, costumes, and scripts that correspond to the data in in Theatre Inventory Database.
7. Perform other duties as assigned.

**MINIMUM QUALIFICATIONS**

1. Knowledge of basic computer programs.
2. Knowledge of photography.
3. Good organizational skills.
4. Ability to work independently and accurately.

**PREFERRED QUALIFICATIONS**

1. Knowledge of historical time period
2. Ability to research unknown time periods

This job is for an 8-week period beginning June 3, 2019 and running through July 25, 2019  
Funded through JJC Foundation