

Shawnee State University

Job Categories for VRCFA Workers

Employment

VRCFA workers are hired intermittently on an as needed basis for scheduled events. The duties of the backstage crew members are to prepare the space and operate the equipment for the event that is booked into the space.

- The following is a list of backstage crew member positions that will support VRCFA events:

Carpentry Crew: Follow the direction of the technical director of the VRCFA or the touring head carpenter in assembling the staging and scenic elements for the show be presented that day. If scenery is moved during the performance to make any assigned scenic shifts. At the end of the event to pack up and store any equipment and scenery in its proper place.

Costume Crew: *(Only needed for the musicals presented during the SOPAA season)*
Follow the direction of the of the touring head costumer in preparing the costumes for the performers. During the performance assist the performers with costume changes. At the end of the event to pack up and store costumes.

Electrics Crew: Follow the direction of the technical director of the VRCFA or the touring master electrician in assembling the lighting equipment for the show be presented that day. At the end of the event to pack up and store any equipment and scenery in its proper place.

Fly Rail Crew: Follow the direction of the technical director of the VRCFA or the touring head carpenter and working with the other members of the crew to hang any of the flown scenic elements for an event. To perform any rail cues during a performance. To strike the hung scenic elements after the event and if necessary to help restore the house soft goods plot.

Follow Spot Operator: Follow the direction of the technical director of the VRCFA, the lighting designer, or the touring spot operator and execute the follow spot cues for the event.

Lighting Board Operator: Follow the direction of the technical director of the VRCFA, the lighting designer, or the stage manager execute the lighting cues for the event.

Props Crew: *(Only needed for the musicals presented during the SOPAA season)*
Follow the direction of the technical director of the VRCFA or the touring props head in assembling the props for the show be presented that day. If props are moved during the performance to make any assigned moves. At the end of the event to pack up and store any props in its proper place.

Riggers: *(Only needed for the musicals presented during the SOPAA season)*
Follow the direction of the touring head carpenter prepare the chain motors for use to lift the lighting equipment or scenic elements that are suspended above the stage for the show being presented that day.

Sound Crew: Follow the direction of the technical director of the VRCFA or the touring sound head in assembling the audio equipment for the show be presented that day. To perform any assigned duties during the performance. At the end of the event to pack up and store any equipment in its proper place.

Truck Loaders: *(Only needed for the musicals presented during the SOPAA season)*
To follow the direction of the touring crew in unloading the trucks during the load in.
To follow the direction of the touring crew in reloading the trucks during the load out.

- VRCFA workers hired on intermittent appointments are only eligible for benefits mandated by law. In accordance with the [Employment Guidelines](#), intermittent appointments will work less than 1300 hours (62.5% FTE) over the appointment year.
- VRCFA workers paid through university funds will be paid in accordance with the following structures:

SOPPA Events:

Pay Level	Pay Amount	Requirements
Level 1	\$8.55	<ul style="list-style-type: none"> • Workers that are new or have only worked a few events
Level 2	\$12.00	<ul style="list-style-type: none"> • Workers that have worked for more than a year and have worked several events each year picking up some knowledge and skills along the way. • Student workers on the 2 musicals unless they have qualified for the \$15.00 rate.
Level 3	\$15.00	<ul style="list-style-type: none"> • Workers that have developed skills and can carry out tasks with minimal supervision
Level 4	\$19.00	<ul style="list-style-type: none"> • Professional stage hands that are called in for the largest of our events.

**Any exceptions to the above structure can be requested by submitting a job description and explanation of the requested pay rate to HR to evaluate the position.*