



**Trojan Event Services**  
**APPLICATION FOR EMPLOYMENT**

Date: \_\_\_\_\_

Please **circle** the positions for which you are interested in applying. If you **circle** more than one position, **please list them below in the order you would prefer**. See attached position descriptions for more information:

<b>Technical Theatre Assistant</b>	<b>Tommy's Place House Manager</b>	<b>Stage Manager</b>
<b>Audio Technician</b>	<b>Event Usher</b>	<b>Production Manager</b>
<b>Lighting Technician</b>	<b>Public Relations</b>	

(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 TES Technical Supervisor 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 TES Technical Supervisor 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 TES Technical Supervisor 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.

### **Tommy' Place House Manager**

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

### **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 Supervisor and Scheduling and Production Manager, and all organization and coordination of the facility schedule. Attendance at weekly production meetings is required.

### **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. Creates flyers, marketing materials, and updates on social media to make sure events are well publicized within USC's campus as well as around USC's campus. Attendance at weekly production meetings is required.



## TROJAN EVENT SERVICES EMPLOYEE SCHEDULE

**Employee Availability:** Trojan Event Services is open 24 hours a day, 7 days a week.

Please color in the cells to indicate class time, meetings, internships and other times you are NOT AVAILABLE TO WORK.

Due to the nature of the events at Trojan Event Services, 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.

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
12:00 AM							SAMPLE: <b>NOT            AVAILABLE</b> 12:00 am -3:30am
1:00 AM							
2:00 AM							
3:00 AM							
4:00 AM							
5:00 AM							
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							

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

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## Work Experience:

Please attach your resume with your application. Please list three recent positions you have held, volunteer or paid positions, starting with the most recent.

1) Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Job Description: \_\_\_\_\_

Contact Information: \_\_\_\_\_

2) Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Job Description: \_\_\_\_\_

Contact Information: \_\_\_\_\_

3) Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Job Description: \_\_\_\_\_

Contact Information: \_\_\_\_\_

## References:

### Reference 1 (professional)

Name: \_\_\_\_\_

Relation: \_\_\_\_\_

Phone: \_\_\_\_\_

### Reference 2 (professional)

Name: \_\_\_\_\_

Relation: \_\_\_\_\_

Phone: \_\_\_\_\_

## EMERGENCY CONTACT:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_

Relation: \_\_\_\_\_