



**Trojan Event Services**  
**USC STUDENT APPLICATION FOR**  
**EMPLOYMENT**

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

Please **circle or highlight** the positions for which you are interested in applying. If you **circle or highlight** more than one position, **please list them below in the order you would prefer**. See the 2<sup>nd</sup> page of the application for job descriptions.

<b>Theatrical Assistant (TA)</b>	<b>Tommy's Place House Manager</b>	<b>Stage Manager (SM)</b>
<b>Audio Technician (AUD)</b>	<b>Event Usher (USH)</b>	<b>Production Manager (PM)</b>
<b>Lighting Technician (LTS)</b>		<b>Video Technician (VT)</b>

(PREFERENCE) 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: \_\_\_\_\_ (Max is 20 hours/week)

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**

### **Theatrical Assistant**

Work under the direct supervision of the TES Senior 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, theatrical 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 Senior 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 Senior 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's Place/Traditions House Manager**

Crucial in event executions at Tommy's Place and Traditions. 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**

**(Bovard, Ballroom, Outdoor, RTCC Meeting Rooms)**

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

### **Video Technician**

Work under the direct supervision of the Trojan Event Services Senior Technical Supervisor and Stage Manager to set up, maintain, and operate camera and streaming systems for events. Videography for events ranging in complexity from lectures to theatrical stage performances. Video editing and computer networking experience a plus. Attendance at regularly scheduled shifts and training sessions is required. Must be available nights and weekends.



## 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: NOT AVAILABLE 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: \_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

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

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

## References:

### Reference 1 (professional)

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

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

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

### Reference 2 (professional)

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

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

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