



Date _____

Trojan Event Services

USC STUDENT APPLICATION FOR EMPLOYMENT

Referred by (Name) _____ Current TES Title: _____

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 2nd page of the application for job descriptions.

Theatrical Assistant (TA)	Tommy's Place House Manager	Stage Manager (SM)
Audio Technician (AUD)	Event Usher (USH)	Production Manager (PM)
Lighting Technician (LTS)		

(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.

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.

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.



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							
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11:00 AM							
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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:



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: _____