



## **Helper in the Performing Arts Department (Minijob) (Ref. Code 2020-051)**

### **Position Summary:**

Performing Arts Helper

### **Responsibilities:**

- Organise and maintain the music rooms, returning them to the default arrangement as indicated by the room plan and that they are kept tidy.
- Ensure the maintenance of the musical instruments and inform the Head of Department of any damages and repairs needed; see that guitars are kept strung, keyboards are arranged and plugged in, percussion is arranged and packed away as needed.
- Maintain the organisation of the costume and props rooms, ensuring that the costumes are hung and props are kept in an orderly and accessible manner, and maintain a system by which students can borrow costumes and props for rehearsals and performances.
- Help build sets for department performances.
- Submit orders for the department purchases through the school purchasing system.
- Ensure the upkeep of all resources within the performing arts department, filing of music scores, keeping of books, scanning, photocopying, hanging and placing learning materials within the classroom, etc.

### **Qualifications/Skills:**

- Knowledge of processes related to the needs of the performing arts area is advantageous
- General ability to use computers and new media technology
- Ability to work in a team
- Good communication skills

### **Terms of Employment:**

- Starting date is 1 August 2020
- The position is initially limited until 31 July 2022
- The position is a Minijob position / 37,5 hours per month on a yearly basis (12 hours per week during school weeks, off during school vacation)
- Non-Teacher Scale Helper: 450,-- EUR per month

Interested applicants should send a letter of interest with a current CV indicating the above-mentioned position including reference code to Tanja Mischke, HR Department, by Thursday 16 July 2020.

Hamburg, 2 July 2020