

Washington Hall hires responsible and highly motivated students to work in various capacities. Our staff members act as representatives of the University to all who enter the building, so they must be team players with excellent customer service skills. We seek students who best exemplify our core values of service, safety, and continuous improvement.

Responsibilities:

- Work closely with the Program Manager and Assistant Program Manager on rehearsals and events, as well as on special projects and assignments.
- Assist with the use of venues by students, faculty and staff including unlocking rooms, AV technology set-up / tear down, and other assistance as needed.
- Assist building users with key box access issues.
- Assist in the management of events by working front-of-house and crowd control.
- Occasionally stage manage events under the supervision of building management.
- Occasionally operate audio and lighting boards for smaller events (if selected for this responsibility).
- Review daily schedule to verify reservation space use and event details.
- Conduct regular rounds of the building and make note of building usage and issues that arise.
- Complete reports at the end of each shift and send to supervisors.
- Ensure the safety and security of the facility for students and guests.
- Ensure compliance with policies by students, staff and visitors.
- Responsibly handle keys to Washington Hall while on duty.
- Other tasks as assigned.

Expectations & Skills:

- As a representative of the University, student managers must be able to effectively and courteously interact with students, staff, faculty and visitors to Washington Hall.

- Must be able to solve problems.
- Must be self-motivated and able to work independently in difficult situations with limited supervision.
- Must have the ability to prioritize and handle events and tasks as they occur.
- Must be familiar with University of Notre Dame resources and campus.

- Must attend basic shop training session. This is necessary for any work / projects in the scene shop.

Hours:

Student managers select their shifts on a weekly basis at a brief staff meeting. Our students typically work 2-3 shifts per week. Weekday shifts are usually 6pm-11:15pm (or split 6pm-8:30pm and 8:30pm-11:15pm). Weekend shifts are 1:45pm-5pm, 5pm-8pm, 8pm-11:15pm. These times vary on event days, especially on weekends. Washington Hall is closed on football Saturdays (with a single exception).

At least two student managers work every mainstage event. Very few events conflict with classes during the day. On rare occasions, shifts may last until 12am or 1am. Student managers are not obligated to work during fall / spring break, senior week, or over the summer. However, they are often given the opportunity to work if they are remaining on campus or in town during those times.

Pay Rate:

Our pay is guided by the university pay rates for student employees, with all managers starting at the basic rate. Pay increases are considered on an annual basis. For more information on student employment and current rates visit the Office of Financial Aid [Student Employment](#) website.

Contact Us:

For more information on this position contact:

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Back to Washingtonhall.nd.edu/student-employment