INDIANA UNIVERSITY – BLOOMINGTON
AFRICAN AMERICAN ARTS INSTITUTE

POSITION ANNOUNCEMENT

TECHNICAL ASSISTANT

Description of the Institute
Founded in 1974, the African American Arts Institute (AAAI) is a performing arts program operated under the office of Diversity, Equity, and Multicultural Affairs at Indiana University – Bloomington. The institute’s mission is to preserve and promote African American culture through performance, education, research, creativity, and outreach. The institute manages three performing groups – African American Choral Ensemble, African American Dance Company, and IU Soul Revue – which are courses in the Department of African American and African Diaspora Studies. The Technical Assistant helps facilitate audio, video, and staging needs for rehearsals, performances, and other events.

Terms of Appointment
Hourly: Schedule based ensemble rehearsal and performance schedules

Compensation
Hourly rate based on skills and experience

Qualifications
1. Ability to be on foot long hours
2. Promptness and efficiency
3. General knowledge of analog and digital PA equipment setup and operation
4. Understanding of and ability to manipulate PA equipment to achieve the appropriate aesthetic quality for AAAI ensemble literature
5. ProTools proficiency
6. Basic electrical knowledge
7. Ability to lift up to 50lbs repeatedly during the work period
8. Ability to hear at a clinical normal level
9. Ability to travel as required by performances
10. Basic computer skills

Duties
1. Provide technical support for AAAI ensemble rehearsals, performances and other events. Technical support includes, but is not limited to the following:
   a. Moving PA, instruments, and staging to and from events
   b. Setting up PA, instruments, and staging
   c. Cleaning and spiking stages
   d. Troubleshooting technical problems
   e. Loading and unloading PA, instruments, and staging
   f. Traveling to and from events, sometimes staying overnight
2. Help maintain a written record of equipment and supplies used by the AAAI.
3. Record ensemble rehearsals and performances.
4. Capture and make duplicates of analog and digital audio video sources.
5. Record, mix, and master small-scale audio projects.
6. Perform basic equipment maintenance tasks, such as cleaning, soldering, and troubleshooting.
7. Help maintain cleanliness and order in technical facilities, including the video and audio studios, technical office, equipment storage room, and prop storage and repair room

Application Process (New IU applicants may apply but must be admitted to IU in order to be appointed)
1. Apply for financial assistance by completing the FAFSA form, which can be accessed at IU’s Students Central on Union website: http://studentcentral.indiana.edu/financial-aid/apply/index.shtml
2. To apply for a position with the AAAI send letter of application, resume, and three references (names, email addresses, and phone numbers only) to the address or email below.
3. After we review your materials, you may be invited to interview.

Apply to
Charles E. Sykes, Executive Director; African American Arts Institute; 275 North Jordan, Suite 310; Indiana University; Bloomington IN 47405-1101; csykes@indiana.edu

Indiana University is an Equal Opportunity/Affirmative Action Employer committed to excellence through diversity.