

BELHAVEN UNIVERSITY

STAFF POSITION in Theatre Department

Belhaven University, a Christian university committed to the ministry of integrating biblical truth and learning, is searching for the ideal candidate for a **Production Assistant** in the Theatre Department at the traditional undergraduate campus in Jackson, Mississippi. This is a full-time, exempt position. The position is for 10 months of work covering August 1 to May 31.

The Theatre Department at Belhaven University is committed to preparing students academically, technically, artistically, and spiritually to serve their Community, their Collaborators, and their Creator in the world of theatre and related vocations. The department offers a BA in Theatre, with emphases in performance and production. The department produces a season of 4 mainstage productions. Belhaven University is accredited by the National Association of Schools of Theatre (NAST).

Responsibilities

The Production Assistant will aid faculty and guest designers in the implementation of designs for the department's production season. Additional duties include supervising student workers in production shops; maintaining an inventory and maintenance schedule for the department's equipment; contributing to and facilitating safe, clean, and organized workspaces in the scene shop, props room, lighting areas, booth, and costume shops; and other duties as assigned by the department chair.

Qualifications

A bachelor's degree is required. Experience and proficiency with scenic construction and costume construction is required. Proficiency with QLab and Vectorworks is desired. Experience and proficiency with sound and props is strongly desired. Applicants must be able to fully support the University vision, mission and statement of faith, and contribute to the spiritual and academic fellowship of the university.

Compensation

Compensation and rank are commensurate with qualifications and experience. The University supplements major medical insurance. A 403b retirement plan is available for eligible employees to contribute pre-tax dollars with Belhaven University matching up to 8% of annual salary.

To apply, please submit the following:

- A cover letter outlining your suitability for this position including an explanation of your interest in Christian higher education
- A resume, including contact information for at least 3 professional references
- A 3 to 4 paragraph statement of how you would integrate a Biblical worldview into all instructional content
- A brief account (750 words or less) of your spiritual pilgrimage including the time and circumstances surrounding your becoming a believer in Christ and your current relationship with Christ.

Go to: https://www.belhaven.edu/belhaven/employment_pdfs/letterofemploymentcommitment.pdf to review Belhaven University's Commitment statement, including our employee expectations. Should you receive a job offer, you will be asked to accept this agreement by signing it. Applicants must be able to fully support the [University vision, mission and statement of faith](#) and contribute to the spiritual and academic fellowship of the University.

Send materials, confidential questions, and/or nominations to:

Dr. Bradford Smith Provost and Vice President for Academic Affairs
c/o Kim Campbell, Director of Academic Administration kcampbell@belhaven.edu