

## Work Study Job Description

<b>Job Title</b>	Education Assistant
<b>Department Name</b>	UW World Series
<b>Job Location</b>	Meany Hall for the Performing Arts
<b>Pay Rate</b>	\$9.32 - \$11.00
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Elizabeth Duffell
<b>Phone Number</b>	206-685-2369
<b>Email Address</b>	eduffell@uw.edu
<b>Website</b>	<a href="http://uwworldseries.org">http://uwworldseries.org</a>
<b>Box Number</b>	351150

### Nature of Organization

The mission of the UW World Series is to present diverse and dynamic live performances and educational experiences that fuel artistic discovery, life-long learning, and cultural exchange.

### Duties and Responsibilities

Duties and Responsibilities:

- Position will generally be 12+ hours a week, with some evening and weekend work. Hours somewhat flexible
- Attend and assist occasional UWWS education events. These are both at UW and off-site, and include matinees, in-school residencies, master classes, pre-show lectures, and public forums
- Research and compile informational material for distribution to teachers and lecturers
- Process auction donations from UWWS to various non-profits and charities
- Assist with matinee registrations, confirmations and ongoing communications with teachers
- Assist with administering surveys and collecting feedback following events
- Other duties as assigned

### Minimum Qualifications

Minimum Qualifications:

- Familiarity with Microsoft Word and Excel
- Proven attention to detail
- Able to work with wide range of people including artists, volunteers and Board members

**Educational Benefits**

## Educational Benefits:

- Exposure to performing arts and artists from all over the world
- Excellent opportunity to learn educational development skills

**How to Apply**

Please email a resume to our Director of Campus and Community Engagement, Elizabeth Duffell

---

Job Number: UWOS04 | Job Class: 0875 | Category: Arts & Media | 51% Comp. To Classified: y | Program:  
Federal