



Trojan Event Services
APPLICATION FOR EMPLOYMENT

Date: _____

Please **circle** the positions for which you are interested in applying. If you **circle** more than one position **please list them below in the order you would prefer**. See attached position descriptions for more information:

Technical Theatre Assistant Audio Technician Lighting Technician	Talent Liaison Event Usher Public Relations Production Manager	GZ Barista GZ General Manager GZ Bar Manager Stage Manager
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(most preferred) **1.** _____ **2.** _____ **3.** _____

Name: _____

Have you previously worked at USC? _____

Birth Date: _____

Do you currently work for another USC department? _____

Cell Phone: _____

Student ID # (No SSN): _____

If so, what department(s)?

USC Email: _____

Preferred Email (if different than USC Email):

Local Address: _____

Major(s): _____

Permanent (Emergency) Address: _____

Expected Graduation Date: _____

Home Phone: _____

Please describe any relevant experience for the position(s):

What computer programs are you familiar with?

Do you have college work-study (CWSP)?

If yes, what is your allocation? \$

Class standing: Freshman Sophomore Junior Senior Grad

Number of hours per week desired: _

Would you be willing to work the following? Evenings Weekends Breaks

Some positions require heavy lifting (at least 50 lbs) and/or long periods of standing. Do you have any limitations that might prevent you from fulfilling these requirements? _____



Position Descriptions

Technical Theatre Assistant

Work under the direct supervision of the TE Technical Supervisor and Stage Manager for various events. In addition to working for the Stage Manager, the position is most frequently a training program for advancement to Audio, Lighting, and Stage Management. To that end, technical assistants are encouraged to ask questions of and interact extensively with all production personnel. Attendance at training sessions is required. Must be available nights and weekends.

Audio Technician

Work under the direct supervision of the TE Technical Supervisor and Stage Manager to set up, maintain, and operate audio systems for theatrical events. Engineer audio for events ranging in complexity from lectures to complex musical acts. Attendance at regularly scheduled staff meetings and training sessions is required. Must be available nights and weekends.

Lighting Technician

Work under the direct supervision of the TE Technical Supervisor and Stage Manager to set up, maintain, focus, and operate lighting systems for events. Program lights for events ranging in complexity from lectures to complex musical acts. Attendance at regularly scheduled shifts and training sessions is required. Must be available nights and weekends.

Event Usher

Ensure a positive patron experience at high profile theatrical events at several venues on campus. Ushers aid the House Manager in maintaining the lobby and seating area. Duties may include, but are not limited to, collecting tickets, passing out programs, seating patrons, and answering guest questions. Must be available nights and weekends.

Talent Liaison

Crucial in event executions at Tommy's Place. The liaison serves as the middle person between the talent and the Trojan Events and Services technical crew. The Talent Liaison is a proactive position and assists the talent in load-in, load-out, and ensures patron satisfaction with programming.

Public Relations

Responsible for the overall creative outlook for Ground Zero or Tommy's Place, including new in house themes as well as monthly events hosted by each venue. Acts as supervisor to a PR staff of four or more, and delegates task to each position. Constant tabling and flyering will be required as well as keeping GZ or TP well publicized within USC's campus as well as around USC's campus. Attendance at weekly production meetings is required.

Production Manager

Responsible for working with clients to help plan and produce events, assessing and collecting payments for services rendered to clients, managing their respective production office, acting as an employee liaison to the Technical Supervisor and Scheduling and Production Manager, and all organization and coordination of the facility schedule. Attendance at weekly production meetings is required.

Ground Zero Barista

Prepare a variety of specialty drinks, coffee, and milkshakes. Responsible for opening and closing the venue and maintaining the space. Baristas must be able to work unsupervised and have great customer service skills. Ground Zero is student-run, so baristas must be comfortable reporting to other students. Ground Zero is also a student-run Trojan Events and Services venue. Opportunity to work in the PR team and the possibility of promotion work on event production is possible.

Ground Zero Bar Manager

In charge of all responsibilities relating to inventory. The bar manager is in constant communication with the bar staff on new tasks the bar staff needs to execute. Great communication skills are needed seeing that the bar manager needs to be speaking to different vendors relating to all types of inventory that Ground Zero.

Ground Zero General Manager

Responsible for constant communication with all Ground Zero staff members. Knowledgeable of every executive staff's position, they must be ready to step in at a time of emergency if one were to need it. The General Manager is in charge of scheduling all baristas, as well as house managers. In addition, the general manager is a part of the hiring process and makes sure that everything is running smoothly within Ground Zero on a daily basis.



TROJAN EVENT SERVICES EMPLOYEE SCHEDULE

Employee Availability: Trojan Events and Services is open 24 hours a day, 7 days a week.

Please color in the cells to indicate class time, meetings, internships and other times you are unavailable. If you cannot work on a particular day write “NONE”. If you can work all day write “ALL DAY”.

Due to the nature of the events at Trojan Events and Services we require **AT LEAST 2** blocks of 4 hours of availability and at least one of these blocks of availability must be on a weekday. Please keep in mind this does not mean you will be scheduled for every hour of the 4 hour block.

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
12:00 AM							SAMPLE: 12:00 am -3:30am
1:00 AM							
2:00 AM							
3:00 AM							
4:00 AM							
5:00 AM							
6:00 AM							
7:00 AM							
8:00 AM							
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6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							

Please list any specific days you know you will not be able to work including breaks and holidays:



Work Experience:

Please attach your resume with your application.

Please list three recent positions you have held, volunteer or paid positions, starting with the most recent.

1) Employer: _____

Position: _____

Dates of Employment: _____

Reason for Leaving: _____

Job Description: _____

Contact Information: _____

2) Employer: _____

Position: _____

Dates of Employment: _____

Reason for Leaving: _____

Job Description: _____

Contact Information: _____

3) Employer: _____

Position: _____

Dates of Employment: _____

Reason for Leaving: _____

Job Description: _____

Contact Information: _____

References:

Reference 1 (professional)

Name: _____

Relation: _____

Phone: _____

Reference 2 (professional)

Name: _____

Relation: _____

Phone: _____



EMERGENCY CONTACT:

Name: _____

Address: _____

Phone # _____

Relation: _____

For more information about Trojan Event Services, please visit our websites:

Bovard Auditorium
www.usc.edu/bovard

Trojan Event Services
www.usc.edu/scheduling

Ground Zero Performance Café
www.usc.edu/gzcoffee

Tommy's Place
www.tommysplaceusc.com