



On campus at Chapman University, Musco Center for the Arts is a state-of-the-art venue covering 88,000 breathtaking square feet and boasts an intimate seating chamber with 1,044 seats on three levels. Musco Center can accommodate full-scale operas, musicals, ballets, symphonies, chamber performances, jazz, pop and international events.

OPERATIONS ASSISTANT

Reporting to the Operations Manager and working closely with the Production and Operations Team, Operations Assistants perform a variety of building facility and event-related operational tasks. Operations Assistants are responsible for theater operations and facility assignments during events and performances. The position works closely with the Front of House Usher and Guest Services teams to operate the theater, supporting daily operations and general show activities. The position also works to support Stage Door operations, acting as security receptionist for talent and artist arrivals, student ensemble entry, and general public walk-up inquiries.

The Musco Center produces a variety of programming and has a diverse group of users – the successful candidate will navigate the season with impeccable, client-oriented service; a safety-first approach to operations; and a desire to foster a collaborative, respectful work environment.

Key Qualifications: Proven ability to carry out duties in a timely manner. Experience carrying out duties when faced with interruptions, distractions and a fluctuating workload. Computer skills to use word processing, spreadsheet, presentation, provide in-depth internet research, and electronic mail preferably of Microsoft Office applications. Strong customer service and interpersonal skills, including the ability to foster effective relationships and work with a diverse group of individuals from within and outside the University community.



This is a part-time position. Successful candidates will be added to a scheduling pool of 2-3 employees and will be scheduled from 16 – 32 hours per week, with an annual max of 900 hours.

To apply: Candidates may complete an online application at <https://chapman.peopleadmin.com> (Job number 20170684), e-mail resume to cujobs@chapman.edu, or fax resume to (714) 997-6901. For additional information about the university, department or position, visit www.chapman.edu or muscocenter.org

Chapman University is an equal opportunity employer committed to fostering a diverse and inclusive academic global community. The University is dedicated to enhancing diversity and inclusion in all aspects of recruitment and employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, gender expression, national origin, ancestry, citizenship status, physical disability, mental disability, medical condition, military and veteran status, marital status, pregnancy, genetic information or any other characteristic protected by state or federal law. The University is committed to achieving a diverse faculty and staff and encourages members of underrepresented groups to apply.