

Acting Assistantship Duties

As an MFA Acting student, GTA/GA duties may include those listed below, as well as other duties, as assigned, to ensure a professional, collaborative and successful production, classroom and/or administrative process.

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| <p>Actor</p> <ul style="list-style-type: none"> - Research, prepare, create and perform roles as assigned in on-and off-campus UMKC productions and co-productions - Participate in 20-26 hours of rehearsal per week (in addition to attending classes and performing non-acting GTA/GA assignments) - Participate in mandatory 20 hours of technical rehearsal per production - Follow all handbook rules and procedures for UMKC productions and co-productions - Most acting duties are graded responsibilities | <p>Teaching Assistant</p> <ul style="list-style-type: none"> - Teach a full semester undergraduate 3-credit course, as assigned by MFA Performance Faculty - Create syllabus and curriculum under advisement of faculty - Prepare each scheduled class period as outlined on syllabus - Grade and return submitted assignments and exams promptly - Communicate consistently with students - Hold office hours or be available to consult with students - Enter assignments and announcements on Blackboard - Calculate and submit grades on Pathway as directed by UMKC |
| <p>Social Media Assistant</p> <ul style="list-style-type: none"> - Regularly update UMKC Theatre's Facebook, Instagram and Twitter Accounts - Create Facebook Events for all performances - Organize show "takeovers" - Create special series: "Meet the Professors," "Meet the First-Years," etc. - Possible graphic design duties | <p>Studio Assistant</p> <ul style="list-style-type: none"> - Maintain order and cleanliness of all acting studios - Inventory, purchase and refill first-aid kits for acting studios - Inform advisor of equipment in need of replacement or repair - Sort and maintain equipment and costume bins - Maintain lost-and-found and recycling bins - Transport furniture or equipment between studios when needed - Communicate with facilities, lighting or sound faculty when needed |
| <p>Ambassador</p> <ul style="list-style-type: none"> - Transport guests/potential students - Possibly house visiting potential students - Guide guests/potential students when on campus - Provide/arrange housing and area information to potential students - | <p>Script Library Manager</p> <ul style="list-style-type: none"> - Keep regular library hours - Organize and maintain library items - Check out and receive scripts - Order new scripts when needed (in consultation with faculty) - Catalogue new and donated scripts |
| <p>Web Page Assistant</p> <ul style="list-style-type: none"> - Enter new content on UMKC Theatre web page - Update existing content on UMKC Theatre web page - Gather needed content from Theatre faculty and staff | <p>Office Assistant</p> <p>General office duties for:</p> <ul style="list-style-type: none"> - Business office support (report to C. Stofiel) - Advising office support (report to S. Pflughaupt) - Production office support (report to S. DeSantis) |
| <p>Department Chair and Faculty Assistant</p> <ul style="list-style-type: none"> - Assist Theatre Dept. Chair or other designated faculty member with various duties, as assigned: <ul style="list-style-type: none"> - File documents - Data entry - Research - Phone/Email communication - Take appointments | |