



De La Salle Santiago Zobel School (Alabang Campus) is in need of the following personnel for Academic Year 2017-2018:

- **Production and Events Collaborator (Cultural Affairs Office)**

General Job Description:

A proctor that will assist the CAO head in scheduling, coordinating, preparing for special events organized by the department as required by end to end users (external and internal).

Job Responsibilities

- Checks on student behavior while inside the theater for regular activities, such as assemblies, concerts, special events or productions
- Assists and ushers students, parents and guests during such activities
- Conduct crowd control by putting up signs, directing audiences and participants to activity areas
- Act as a receptionist on a show to show basis to direct, greet guests, register participants, keep the front desk tidy, distribute food to production team, performers, teachers and other theater staff
- Distribute invites and sell tickets for events
- Act as stagehand or production assistant for special events, programs and activities in the theater. In particular, in helping out preparation, cleaning and maintaining stage sets, costumes and props and other similar tasks.
- Running errands in productions, such as coordinating schedules of the team, performers, teachers and other staff
- Handing out parental consent forms, excuse letters of students, scripts and other memos and documents to various offices
- Keeps track and maintains a monitoring logbook for theater requests, for venue and equipment forms, for borrowed theater materials, costumes and props
- Assist in the marketing of special events, programs and activities in the theater by phone or by distribution of materials, invites and posters, follow up guest list, sponsors and suppliers
- Work with theater technicians and crew to ensure they are properly briefed about an event/activity and they have all the equipment needed.

Interested applicants may apply at the Human Resource Management and Development Department (HRMDD) with the following documents:

Application letter
Resume
Transcript of records and diploma

Human Resource Management and Development Department

2nd floor, St. Mutien Marie Bldg. of De La Salle Santiago Zobel
University Avenue, Ayala Alabang Village, Muntinlupa City
jobs@dlszobel.edu.ph
Tel. #: 7713579 loc. 133
Fax #: 8422681