

## Bread Loaf / Vermont Student Employment Positions

Student employment positions are described below. Please note that position availability is subject to change. Hours, which may not exceed 20 per week, will vary depending on the position. To apply, please email Elaine Lathrop ([elathrop@middlebury.edu](mailto:elathrop@middlebury.edu)) with a description of your interest, background, and relevant skills or experience in any of the positions for which you would like to be considered.

### **Computer Assistant**

Tasks include but are not limited to: supervising the Apple Cellar computer room; making sure that all computers are operating properly (monitoring toner, paper levels, and supplies for the printer); helping Apple Cellar visitors log on to the Middlebury network with their Middlebury credentials, access the wireless network, and work with BreadWeb.

### **Journal Editors**

The Bread Loaf Journal co-editors (usually two) work together and are responsible for assisting with solicitation of submissions, reviewing and selecting submissions for publication, editing, design, and distribution of the journal. The co-editors report to Bread Loaf's assistant director.

### **Library Assistant**

This position covers evening and weekend hours at Davison Library (approximately 10-20 hours per week). These hours can occasionally be flexible to allow for attendance at major events on the Bread Loaf campus. Tasks include providing assistance to library patrons regarding circulating materials, library catalog searches, and borrowing, course reserves, and basic research.

### **Social Media Coordinator**

The coordinator will help engage the larger Bread Loaf community with the vitality of the summer session through creation of Facebook and/or Instagram posts; applicants should have experience with social media and photography, as well as an interest in sharing scenes and the flavor of life on the mountain. The social media coordinator reports to Bread Loaf's assistant director.

### **Theater**

#### **Costume Shop**

Tasks include working with theater staff in constructing costumes and serving as wardrobe crew during tech rehearsal and production. Must have experience with hand sewing and machine sewing (bonus points if you've used a serger machine) as well as an interest in costume design and a willingness to learn techniques of costume construction.

#### **Technical Assistant**

Responsibilities include but are not limited to: building scenic elements and props; using carpentry power tools (drills, saws, fasteners, etc.); painting theater scenery and

properties; installing / focusing and circuiting lighting fixtures; assisting with rehearsals and productions as well as with set ups for events in the Little Theater. Experience in some area of construction, stage electrics or running productions is preferred. Candidate should be able to use a ladder and be able to lift at least 60lbs. Expected hours worked per week will be 20 but may fluctuate due to class and production schedule.

### **Dining Staff**

Responsibilities may include: clearing and cleaning the tables; keeping the food containers full; and removing empty dishes for buffets and picnics. Dining staff eat prior to the meal and stay after to help put the dining room in order for the next meal. Two head dining staff will supervise and set the dining staff schedule, which includes days off. Dining staff will need to work some, but not all, weekends. **Students (except graduating seniors) who sign up for the dining staff must be willing to stay for the commencement picnic.**

### **Event Assistants**

Event assistants will work closely with the Director's Assistants (DAs) to support event set-up and management. Responsibilities may include but are not limited to: assisting with procurement of supplies, set-up and tear-down for receptions, dances, and other events, serving of food.

### **Archival Assistant**

Entry of archival Bread Loaf student attendance records from 1919-1964 into digital format. Requires accurate typing ability and attention to detail.

### **Blue Parlor Host**

Organize, publicize, and host weekly Blue Parlor Readings.