

Performing Arts Aide (SC)  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=262221>

Downloaded On: Sep. 9, 2025 5:19am

Posted Sep. 8, 2025, set to expire Jan. 28, 2026

**Job Title** Performing Arts Aide (SC)

**Department**

**Institution** South Orange County Community College District  
Mission Viejo, California

**Date Posted** Sep. 8, 2025

**Application** Open until filled

**Deadline**

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

**Job Website** <https://www.schooljobs.com/careers/socccd/jobs/5072450/performing-arts-aide-sc>

**Apply By Email**

**Job Description**

**Application Instructions:**

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.

Performing Arts Aide (SC)  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=262221>

Downloaded On: Sep. 9, 2025 5:19am

Posted Sep. 8, 2025, set to expire Jan. 28, 2026

- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.
- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.
- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:
  1. Current department chair(s) (for faculty) or supervisor(s);
  2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
  3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
  4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
  5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

Performing Arts Aide (SC)  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=262221>

Downloaded On: Sep. 9, 2025 5:19am

Posted Sep. 8, 2025, set to expire Jan. 28, 2026

## Description

### **SUMMARY DESCRIPTION**

Under direct supervision, the Performing Arts Aide (Front of House) supports the operation of live performances, events, and programs hosted by the School of Arts, Media, Performance and Design (AMPD). This position plays a key role in ensuring a welcoming, professional, and safe environment for guests, performers, and staff. Responsibilities include assisting with ticket sales, event setup and cleanup, ushering, operating the people mover, and providing general front-of-house support. This is a part-time position for Saddleback College students currently enrolled in 6+ units and requires availability during evenings and weekends in alignment with the performance schedule.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Greet patrons and provide excellent customer service during performances and events.

Assist with ticketing operations, including scanning, sales, and will-call distribution.

Set up event spaces with appropriate signage, programs, seating arrangements, and accessibility accommodations.

Serve as an usher by directing patrons to seats, distributing programs, and monitoring audience needs.

Operate the people mover (event transport vehicle) to assist patrons with mobility or accessibility

Performing Arts Aide (SC)  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=262221>

Downloaded On: Sep. 9, 2025 5:19am

Posted Sep. 8, 2025, set to expire Jan. 28, 2026

needs.

Ensure audience and performer safety by following emergency protocols and event safety guidelines.

Clean and reset front-of-house areas, lobbies, and seating before and after events.

Provide support to production and administrative staff as needed.

Perform other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Basic customer service principles and practices.

General procedures for public event operations.

Proper etiquette and communication in a performance or public setting.

Basic safety and accessibility guidelines for events.

Operation of transportation or mobility assistance equipment (training provided).

### **Skills and Abilities to:**

Provide courteous and professional customer service to a diverse public.

Communicate clearly and effectively in person and via radio or phone.

Remain calm and solution-focused in a fast-paced or high-traffic environment.

Performing Arts Aide (SC)  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=262221>

Downloaded On: Sep. 9, 2025 5:19am

Posted Sep. 8, 2025, set to expire Jan. 28, 2026

Follow directions and safety procedures accurately and consistently.

Work collaboratively with peers, staff, and supervisors.

Maintain professionalism and a welcoming demeanor during performances.

Stand, walk, or move for extended periods during shifts.

Safely operate the people mover (training provided).

Adapt quickly to changing tasks or event needs.

Report to work on a regular and consistent basis, as scheduled, to assigned job.

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Work is performed in indoor and outdoor event spaces, including theaters, lobbies, and campus walkways. The position involves direct interaction with the public and exposure to loud sounds, stage lighting, and crowds. Evening and weekend hours are required based on performance schedules. Stand and walk for extended periods. Lift and carry materials up to 25 pounds. Assist with event setup, moving chairs, signage, and equipment. Operate the people mover and support guests requiring mobility assistance. Respond quickly in case of emergencies or patron needs. See in normal visual range, with or without correction. Hear and respond to verbal instructions and safety alerts in a crowded environment.

Performing Arts Aide (SC)  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=262221>

Downloaded On: Sep. 9, 2025 5:19am

Posted Sep. 8, 2025, set to expire Jan. 28, 2026

## Supplemental Information

Work Schedule: **TBD** – Schedule and shift vary and are subject to change in accordance with the department's needs.

Hours per Week: Up to **25**

### Employment Conditions and Information:

This is a short-term, temporary, hourly Non-Bargaining Unit (NBU) assignment, not to exceed 160 days and 960 hours per fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>). **Short-term, temporary NBU positions may only be used on an intermittent, seasonal, or project basis.** Education Code Section 88003 states "Short-term employee means any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis."

After successful completion of the onboarding requirements, an individual may be employed by the South Orange County Community College District (SOCCCD) as a short-term, temporary NBU employee. Employment will be on an "if and as needed" basis, as determined by the SOCCCD. The assignment may be shortened or extended at any time, due to departmental needs, with little to no notice. NBU employment is at-will, and either party may terminate this working relationship at any time. Neither party shall be required to provide any reason for the separation. NBU employees shall not have reemployment rights or recourse to petition to be reinstated.

NBU employees are limited to working in a single position for a single department and site

Performing Arts Aide (SC)  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=262221>

Downloaded On: Sep. 9, 2025 5:19am

Posted Sep. 8, 2025, set to expire Jan. 28, 2026

(assignments are onsite only).

NBU employees are paid on a monthly basis. The payroll reporting period is from the 1<sup>st</sup> of the month to the last day of the month. NBU employees are paid on the 10th of the following month.

**Example:** For the following reporting period: January 1<sup>st</sup> through January 31<sup>st</sup>, the NBU employee will be paid on February 10<sup>th</sup>.

NBU employees who work more than 1000 hours per fiscal year are required to contribute to the California Public Employees Retirement System (CalPERS), through payroll deduction. The SOCCCD does not intend to employ NBU employees for more than 960 hours during any fiscal year.

**Notice to all Candidates for Employment:**

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The South Orange County Community College District (SOCCCD) will not sponsor any visa applications.

Employees must reside in California while employed with the SOCCCD.

**California Public Employees Retirement System and California State Teachers Retirement System:**

Performing Arts Aide (SC)  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=262221>

Downloaded On: Sep. 9, 2025 5:19am

Posted Sep. 8, 2025, set to expire Jan. 28, 2026

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

**Disability Accommodations:**

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to [hrrinfodesk@socccd.edu](mailto:hrrinfodesk@socccd.edu).

**Attendance Requirement:**

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

**Campus Crime and Safety Awareness:**

Information regarding campus crime and safety awareness can be found at [www.ivc.edu](http://www.ivc.edu) or [www.saddleback.edu](http://www.saddleback.edu). Paper copies are available in the Human Resources office upon request.

**Non-Discrimination Notice:**

The SOCCCD provides access to its services, classes, and programs without regard to national



Performing Arts Aide (SC)  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=262221>

Downloaded On: Sep. 9, 2025 5:19am

Posted Sep. 8, 2025, set to expire Jan. 28, 2026

origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, military and veteran status, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

**California Fair Chance Act:**

The SOCCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if the SOCCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

**Diversity, Equity, Inclusion and Equal Employment Opportunity:**

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community.

The SOCCCD is committed to ensuring that all students have the opportunity to succeed in their classes and as such, to eliminating institutional barriers that disproportionately impact students of color. Irvine Valley College and Saddleback College are deeply committed to fostering an inclusive environment where students, staff, and faculty from diverse backgrounds can thrive academically and professionally.

Irvine Valley College (IVC) serves approximately 21,584 students, reflecting a rich diversity: 41% Asian, 2% Black/African-American, 21% Hispanic/Latino, 8% Southwest Asian and North African,

Performing Arts Aide (SC)  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=262221>

Downloaded On: Sep. 9, 2025 5:19am

Posted Sep. 8, 2025, set to expire Jan. 28, 2026

5% two or more races, and 21% White in Fall 2024.

Similarly, Saddleback College (SC) serves around 25,789 students, with demographics showing 12% Asian, 2% Black/African-American, 29% Hispanic/Latino, 5% two or more races, and 47% White in Fall 2024.

These numbers underscore the importance of our commitment to eliminating equity gaps across all student demographics through implementing dynamic, student-centered practices and policies. To support the academic and career success of our diverse student body, we seek a candidate who will actively contribute to our mission of inclusivity and support. The ideal candidate's values will align with SOCCCD's goals for Diversity, Equity, and Inclusion (DEI) and Equal Employment Opportunity (EEO).

**THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER**

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

,