

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

Direct Link: <https://www.AcademicKeys.com/r?job=263694>

Downloaded On: Oct. 10, 2025 12:07am

Posted Oct. 9, 2025, set to expire Feb. 8, 2026

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

**Department** IVC - School of the Arts

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

**Date Posted** Oct. 9, 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/5106909/performing-arts-aide-ivc>

**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.
- 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

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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.

## Description

Under general supervision, Performing Arts Aides assist faculty, staff, and students in the execution of events, rehearsals, and performances, helping ensure safe and effective use of facilities and equipment. This position may require work during evenings and weekends depending on the event, rehearsal, or performance schedules.

**Duties may be assigned in one or more Focus Areas:**

•**Costume Shop / Wardrobe**

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•**Front of House Operations**

•**Technical Support**

Performing Arts Aides assist faculty, staff, and students in the execution of events, rehearsals, and performances, helping ensure safe and effective use of facilities and equipment. This position may require work during evenings and weekends depending on the event, rehearsal, or performance schedules.

**PERFORMING ARTS AIDE (COSTUME SHOP/WARDROBE)**

Under general supervision, the Performing Arts Aide (Costume Shop/Wardrobe) supports instructional and production activities by assisting in costume construction, maintenance, and wardrobe coordination for college productions. The Aide works closely with faculty and students in a collaborative and safe costume shop environment.

**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.

Construct, alter, and repair costumes under supervision.

Prepare costumes for performances: launder, press, and label.

Organize costume storage and assist with inventory tracking.

Support fittings and backstage costume changes during productions.

Maintain sewing machines and costume shop tools.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge: Costume design basics, sewing and alteration methods, fabric care.

Skills: Operate industrial/domestic sewing machines, hand sewing, pressing tools.

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Abilities: Follow costume plots and instructions; organize costume pieces efficiently; communicate with cast and crew. Work evening and weekend hours as needed. Report to work on a regular and consistent basis, as scheduled, to the assigned job. Attend and participate in all scheduled staff meetings and trainings.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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.

**Physical Demands:** Position requires frequent standing, walking, and handling fabric and sewing tools.

Must be able to lift and transport costume bins (up to 25 lbs).

Vision: Visual acuity required for detailed sewing tasks. See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

**Working Environment:**

Work is performed in a costume shop and backstage theatre setting.

Exposure to steam, laundry products, fabrics, and low-light backstage environments.

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**PERFORMING ARTS AIDE (FRONT OF HOUSE OPERATIONS)**

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Under general supervision, the Performing Arts Aide (Front of House) provides event support in audience-facing operations, including ticket sales, ushering, concessions, and basic promotions. The Aide ensures a safe and welcoming environment for patrons during college productions and events.

### **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.

Assist with box office operations, ticket sales, and will-call.

Coordinate ushers and front-of-house staff during events.

Operate concessions and merchandise stands.

Assist in posting event information via flyers, email, and social media.

Support audience safety, ADA access, and emergency procedures.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge: Customer service practices, basic marketing, ADA accessibility.

Skills: Use of ticketing software, money handling, social media posting.

Abilities: Communicate clearly with the public; stay calm under pressure; manage crowds and emergencies appropriately. Availability to work evenings and weekends. Report to work on a regular and consistent basis, as scheduled, to the assigned job. Attend and participate in all scheduled staff meetings and trainings.

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**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

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**Physical Demands:**

Must be able to remain standing for extended periods.

Must be able to communicate effectively in a noisy or crowded environment.

May need to lift or carry up to 25 lbs (e.g., programs, merchandise).

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

**Working Environment:**

Work is performed in indoor and outdoor public venues including theaters and lobbies.

Exposure to variable lighting, sound levels, and high foot traffic.

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**PERFORMING ARTS AIDE (TECHNICAL SUPPORT)**

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Under general supervision, the Performing Arts Aide (Technical Support) assists with scenic, lighting, sound, and stage operations for college productions. The Aide assists in the construction and maintenance of sets and props and provides backstage support during rehearsals and performances.

**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.

Assist in construction, painting, and load-in of theatrical scenery.

Set up, test, and operate sound, lighting, and projection equipment under supervision.

Provide backstage support for scene changes and cue execution.

Maintain stage equipment, tools, and safety standards in the scene shop.

Organize and inventory technical supplies.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge: Basic stagecraft, lighting/sound systems, shop safety.

Skills: Use of hand and power tools, scenic painting, basic wiring or audio setup.

Abilities: Follow technical drawings; work safely on ladders and in dark/quiet environments; collaborate with production teams. Must be able to work evenings, weekends, and during peak production times. Report to work on a regular and consistent basis, as scheduled, to the

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assigned job. Attend and participate in all scheduled staff meetings and trainings.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

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**Physical Demands:**

Requires lifting and moving equipment up to 50 lbs.

Ability to ascend ladders, crouch, or kneel for setup tasks.

Visual and auditory ability to follow cues and operate technical systems.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

**Working Conditions:**

Work is performed in stage, shop, and backstage environments.

Exposure to power tools, paint, rigging systems, and elevated work areas.

## Supplemental Information

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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 (assignments are onsite only).

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NBU employees are paid on a monthly basis.

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:**

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

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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 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:**

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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, 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.

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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**

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