



493 Brookfield Ave.  
Youngstown, OH  
44512

## Job opportunity:

We (Rising Sun Entertainment & Productions) have the following job openings:

### General Production Staff:

#### Duties included:

Stage production work, deck hand, follow spot operator, loader, props, carpenter, and other general stage production tasks. Video production: camera operator, grip, engineering assistant. Sound production: recording assistant, assistant sound tech. Lighting: basic light focusing, basic operation of lighting console. Other production tasks also fall under General Production Staff.

#### Experience:

Experience helpful but not necessary. Most tasks will be learned on the job.

#### Requirements:

Prompt, motivated, hard working. Must be courteous and able to provide basic materials such as multi-tool, work gloves, and appropriate work attire. Must have reliable transportation. Must be organized and able to work with an ever changing scheduled.

#### Availability:

Any availability will be considered. Currently we are in need of people available anytime.

#### Compensation:

Between \$7.50 and \$9.00 per hour depending on experience and availability

### Part-time Administrative Assistant:

#### Duties include:

Answering phones, returning phone calls, data entry, shipping materials, picking up small shipments and mail, basic customer service, product assembly, and filing.

#### Experience:

No experience necessary but any experience with Adobe PageMaker and Illustrator, Microsoft Word and Excel, and/or Quckbooks is helpful. We are willing to train on the job.

#### Requirements:

Prompt, motivated, hard working. Must be courteous and have reliable transportation. Must be organized and have good people skills.

#### Availability:

Any availability will be considered. Currently, two or three days a week during the day is needed.

#### Compensation:

Between \$7.25 and \$8.50 per hour depending on experience and availability.