

CSF 2025 Student Administrative Assistant Job Posting

Job Summary

The Colorado Shakespeare Festival, located on the campus of the University of Colorado Boulder, encourages students at CU Boulder to apply for the position of **Student Administrative Assistant**. This position will support the success of the Colorado Shakespeare Festival's education and outreach programs.

The University of Colorado Boulder is committed to building a culturally diverse community of faculty, staff, and students dedicated to contributing to an inclusive campus environment. We are an Equal Opportunity employer, including veterans and individuals with disabilities.

Who We Are

For over 60 seasons, the Colorado Shakespeare Festival has delighted audiences with classic theatre under the stars.

The Colorado Shakespeare Festival is a professional theatre company in association with the University of Colorado Boulder. Since 1958, the festival has celebrated and explored Shakespeare and his continuing influence and vitality through productions of superior artistic quality, education, and community engagement.

CSF strives to preserve the classics of the past and pursue the classics of the future. Fueled by artistry and scholarship, the festival seeks to expand the cultural richness of the region by inspiring, challenging and cultivating the imagination of audiences and artists.

Plays are performed in the newly renovated Roe Green Theatre indoors.

The festival's education programs reach tens of thousands of school children each year through camps, classes and outreach performances that connect them with the continuing tradition and importance of live theatre and Shakespeare.

What Your Key Responsibilities Will Be

- Support the Outreach Assistant with scheduling, communication, paperwork, invoices, payments, and evaluations of the school tour.
- Communicate regularly with CSF Outreach staff to meet tour booking projections.
- Communicate with troupe about upcoming school visits.
- Support marketing and grant-writing efforts related to the school tour.
- Process registration materials for all CSF classes and camps.
- Communicate with families and teachers about upcoming class/camp opportunities.
- Support Outreach Assistant in scheduling programs, advertising, and program evaluation.
- Provide logistical support for CSF School of Theatre Fall Classes (scheduling, registration, advertising, reserving spaces, etc.).

- Provide classroom support to CSF's book clubs, both virtual and in person.
- Provide administrative and logistical support for special programming, including the Will Power Festival and the Classics 101 series.
- This position reports to the CSF Director of Outreach.

What We Can Offer

- The hourly rate for this position is \$16.80 per hour.

What We Require

- Must clear a criminal background check in accordance with CU Boulder Human Resources policy that allows interaction with minor populations.

What You Will Need

- A commitment to an inclusive, diverse, and equitable workplace environment.
- Strong collaboration and communication skills related to the required skill set of the position.
- Strong skills with MS Office Suite and G Suite applications

What We Would Like You To Have

- Shakespeare and education experience
- Work study award for Academic Year 25/26

Special Instructions

To apply, please submit the following materials:

1. A current resume.
2. A cover letter that specifically identifies the positions for which you are applying and that tells us how your background and experience align with the requirements, qualifications, and responsibilities of those positions.

Please apply by July 11, 2025 for consideration.

Note: Application materials will be accepted via Handshake and via email: Amanda.Giguere@colorado.edu