



to educate, entertain  
& enrich the lives  
of young audiences

**JOB TITLE:** Summer Camp Teaching Artist-Administrator

**REPORTS TO:** Education Director

**PAY:** \$16.35-19.23/hr for Admin hours, \$22.00-\$25.00/hr for Teaching hours, full-time, non-exempt

### **Overview**

Northwest Children's Theater and School (NWCT) seeks experienced and energetic teacher-administrators from diverse backgrounds for in-person theater classes and camps. Applicants should have practical experience teaching youth ages 4-18 as well as proven customer service and administrative experience.

Teaching Artist-Administrators must be vaccinated for COVID-19 prior to starting work and must adhere to all [COVID-19 safety guidelines](#).

### **Duties and Responsibilities**

#### Administration

- Be the first point of contact for all families, students, and visitors in person, by phone, or via email regarding Summer Camp registration, patron accounts, and general Summer Camp and NWCT information.
- Process registrations, camp transfers, scholarships, and refunds in NWCT's registration system in addition to troubleshooting issues.
- Provide on-the-ground support to teaching artists (including but not limited to subbing, resource support, technical assistance, photocopying, etc.)
- Ensure all teachers and camp assistants have what they need to fulfill scheduled duties.
- Be familiar with the content of each class to provide support to teachers and answer patron questions.
- Communicate frequently with the Education Director, Education Associate, and partner Admin/Teacher.
- Be the House Manager for final Playlab performances on Fridays.

#### Parent Communication & Customer Service

- Be a welcoming, constant presence in the front office/greeting area.
- Be comfortable using the phone to call families or follow up with camper issues.
- Send reminder emails regarding final camp demonstrations and performances.

#### Safety

- Uphold NWCT safety, security, and COVID-19 procedures.
- Monitor inclement weather and revise daily camp schedule with the Education Director and Education Associate accordingly.

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- Ensure campers are properly supervised at all times.
- Maintain a stocked first aid and medicine kit in the office and basic kits in each classroom.
- Administer basic first aid.

#### Teaching

- Develop thoughtful, creative, and flexible lesson plans based on the theme of camp (i.e. creative drama, acting, musical theater, directing, or choreography). Generate an inclusive and energetic atmosphere to ensure a positive experience for all campers.
- Implement classroom management strategies to create a brave space for all campers and equitable opportunities for input.
- Collaborate with co-teachers and NWCT staff to implement shared ideas and resources for a successful classroom experience.
- Supervise students outside the classroom during snack time, lunchtime, or recess.
- Serve as Rally Leader, developing silly and supportive contests and challenges in collaboration with colleagues to build enthusiasm and camp spirit.
- Mentor Assistant Teachers and Camp Assistants.

#### **Desirable Personal Values**

- Passion for youth arts education and an understanding of the transformative role the performing arts can play in youth's lives.
- Dedication to empowering students to share their voice and perspectives.
- Commitment to diversity, equity, inclusion, and anti-racism.
- Engages in active listening and is sensitive to the needs of others.
- Works with a deep sense of play and celebrates joy within the process and product.
- Flexible, fun, responsible, patient, creative, self-motivated.

#### **Required Skills & Qualifications**

- Experience working with young people in camp, classrooms, theater schools, or after-school settings.
- Experience in theater performance (i.e. acting, musical theater, improvisation, choreography, Shakespeare performance and text or directing) and/or creative drama (i.e. devising, creative play, theater games, or imaginative world-building).
- Experience in providing stellar customer service to a wide variety of ages.
- Skilled at centering the emotional and physical wellbeing of children in high-energy environments. Ability to work under pressure, anticipate solutions to problems, exercise good judgment in emergency situations and when working with varied personalities and backgrounds.

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- Flexibility to change approach or teaching methods to best fit the situation.
- Understanding of the developmental needs of youth.
- Works well in a team environment with minimal supervision.
- First Aid and CPR certification is a plus.
- English/Spanish bilingual is a plus.
- Background checks and COVID-19 vaccination required.

### **Physical Requirements and Expectations**

- Able to lift 30 pounds. (Reasonable accommodations will be made for persons with disabilities).
- Must be flexible working in a fast-paced, non-profit environment.
- Willing to use personal equipment such as a cell phone or laptop/tablet when working remotely.
- Access to reliable transportation is a plus.

### **Teacher-Administrator Salary and Schedule**

- \$16.35-19.23/hr for Admin hours, \$22.00-\$25.00/hr for Teaching hours, full-time, non-exempt
- NWCT Summer Camps run June 13 – August 19. Teacher-Administrators must commit to at least 3 consecutive weeks of work.
- Teacher-Administrators are anticipated to work 8 hours per day, Monday – Friday.  
Example schedule:
  - ½ day as Admin; approx. 8:00-12:00
  - ½ day as Lead Teacher; approx. 1:00-5:00
- Camps are in person and are held in NW, SW, SE, and North Portland as well as Beaverton.

Learn more about NWCT's Summer Camps at <https://nwcts.org/summer-2022/>.

**Applications are accepted through April 20, 2022.** Submit a letter of interest and resume to [summerjobs@nwcts.org](mailto:summerjobs@nwcts.org). Please put the job title "Teacher-Administrator" in the subject line. Submit documents in PDF format only.

NWCT is an equal opportunity employer. BIPOC and LGBTQIA+ people are encouraged to apply.

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