



JOB TITLE: Theater School Weekend Administrator
REPORTS TO: Education Director
COMPENSATION: \$16.35-\$19.23/hr for Admin hours; \$23.00-\$25.00/hr for Teaching hours

OVERVIEW

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

SCHEDULE

Saturdays and Sundays, 9am - 5pm, beginning April 8, 2023.

DUTIES & RESPONSIBILITIES

Administration

- Serve as the first point of contact for all families, students, and visitors in person, by phone, or via email regarding Theater School registration, patron accounts, and general Theater School and NWCT information.
- Maintain working knowledge of NWCT's registration system in order to process registrations, transfers, scholarships, refunds, and trouble-shooting.
- Provide on-the-ground support to teaching artists including, but not limited to, subbing, student support, technical assistance, photocopying, etc.
- Prep classroom spaces in advance of teacher and student arrival.
- Oversee check-in and check-out process.
- Communicate frequently with the Education Director, Program Manager, and partner Theater School Administrators.
- Serve as the House Manager for final play performances.

Parent Communication & Customer Service

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

Safety

- Uphold NWCT safety and security procedures.
- Ensure students are properly supervised at all times. Supervise students outside the classroom during snack time, lunchtime, and recess, when applicable.
- Maintain a central stocked first aid / medicine kit and basic kits in each classroom.
- Administer basic first aid.



Teaching

- Co-teach and/or sub as needed in any NWCT class for children ages 4-6, 6-9, 7-10, and 10-14. Experience in creative drama, musical theater, and directing a plus.
- Generate an inclusive and energetic atmosphere to ensure a positive experience for all students.
- Implement classroom management strategies to create a brave space for all campers and equal opportunities for input.

PHYSICAL EXPECTATIONS

- Able to lift 30 pounds. (Reasonable accommodations will be made for persons with disabilities).
- Willing to use personal equipment such as a cell phone and laptop/tablet when working remotely.
- Access to reliable transportation.

REQUIRED QUALIFICATIONS

- Customer service experience in venues with children and families.
- Ability to work under pressure, anticipate solutions to problems, and exercise good judgment in high-energy environments and emergency situations.
- Experience working with young people in camp, classrooms, theater schools, or after-school settings.
- Experience in fields relating to the performing arts such as creative drama, musical theater, choreography, directing, music direction, improv, devised theatre, etc.
- 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 required.

DESIRABLE PERSONAL VALUES

- Passion for youth arts education and an understanding of the transformative role the performing arts can play in youths' 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, and self-motivated.

Submit a letter of interest and resume to educationhiring@nwcts.org. **Deadline March 10, 2023.**
Submit documents in PDF format only.