



THEATRE EDUCATOR RECREATION ASSISTANT

Employment Status: Part-Time

FLSA Status: Non-Exempt

Reports To: Specialty Coordinator – Theatre Manager or Recreation Supervisor

Approved: September 1, 2010

Revised: August 23, 2016

Reviewed: August 23, 2016

JOB SUMMARY

Under general direction of the Specialty Coordinator – Theatre Manager or Recreation Supervisor, teaches theatre classes, supervises instructor and coordinates educational programs for Town Hall Theatre.

REPRESENTATIVE LIST OF RESPONSIBILITIES

This list of responsibilities is representative and is not all-inclusive. Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these responsibilities.

- Assists in the coordination and supervision of all Theatre classes and workshops.
- Teaches majority of acting classes and workshops.
- Assists with the hiring and evaluation of teaching staff and guest instructors.
- Develops class curriculum and provides syllabi for each class, as well as providing written descriptions for promotional purposes.
- Evaluates classes/workshops and reports findings to supervisor.
- Purchases supplies and coordinates costumes/scenery/props used by classes.
- Oversees and produces final class presentations.
- Assists with the development and evaluation of class pricing and policies/procedures.
- Responsible for scheduling classes, instructors and space for educational offering and insuring that programs are held as scheduled.
- Assists in the evaluation of audition performances.
- Assists in the casting process.
- Assists in the promotion and arrangement for preview performances, in-school tours, and additional outreach opportunities.
- Directs one or more theatre productions each year on the main stage.
- Assists Recreation Supervisor I with season selection and theatre programming.
- Promotes classes/workshops through the season brochure, township quarterly, press releases and flyers.
- May assist with summer camps and building use during camp periods for the Recreation Center.

REPRESENTATIVE LIST OF RESPONSIBILITIES *(continued)*

- Fields calls regarding auditions, classes and opportunities at Town Hall Theatre.
- Responsible for keeping classroom spaces and storage closets clean and free from clutter.
- Attends weekly staff meetings.
- Provides excellent customer service.
- Ability to communicate, interact and maintain professional, efficient and effective working relationships.
- Handles confidential information appropriately.
- Understands and follows oral and written instructions.
- Reliability, which includes regular and predictable attendance, punctuality, and timely and efficient completion of assigned duties.
- Promotes, gets along and works in a harmonious relationship with others.
- Attends meetings and trainings.
- Other duties as required.

REQUIRED EDUCATION AND EXPERIENCE

- High School Diploma or equivalent.
- One (1) year or more of work experience in related field
- CPR, AED, First Aid certifications, within 90 days of hire.

PREFERRED EDUCATION AND EXPERIENCE

- Two (2) years or more of work experience in related field.

PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES

An individual must possess the following knowledge, skills, and abilities before beginning employment:

- One (1) year or more of work experience in a related field.
- CPR, AED and First Aid certification, within 90 days of hire.
- Willingness and desire to work with children.
- Excellent leadership skills and ability to work effectively with paid and volunteer staff members.

PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES *(continued)*

- Display patience, understanding and flexibility in meeting the needs of all patrons.
- Must present a positive and professional image.
- Excellent oral and written communication skills. Must be able to listen attentively, organize thoughts, speak and write clearly and comprehend written documents.
- Ability to perform basic mathematical computations.
- Reads, writes, and edits reports and correspondence.
- Excellent self-discipline. Ability to work well without immediate supervision.
- Excellent judgment. Ability to make prompt and accurate decisions, as directed.
- Ability to comply with all Township and job specific safety requirements.
- Ability to work other than normal working hours as necessary.
- Must have a valid driver's license and remain insurable, without penalty or surcharge, under the Township's vehicle insurance plan.

DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES

An individual must be able to demonstrate the following knowledge, skills, and abilities after training on the job.

- Two (2) years or more of work experience in a related field.
- Demonstrated skills in public interaction.
- Maintains CPR, AED and First Aid certifications.
- Be knowledgeable of and follow departmental policies and procedures.
- Any other skills, abilities and knowledge required as the job changes.

PHYSICAL REQUIREMENTS

Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these requirements.

- Uses fingers/hands/arms frequently.
- Lifts, carries and pushes up to 25 pounds.
- Occasional crawling, kneeling, bending and climbing, including stairs and ladders.

PHYSICAL REQUIREMENTS *(continued)*

- Ability to reach over shoulders.
- Must have good eye sight and depth perception.
- Ability to work at a rapid pace.
- Ability to hear.
- Walking and standing on various surfaces, including rough terrain, as required.
- Frequent sitting, as required.
- Any other physical requirements as job changes.