

## EDUCATION ASSISTANT - FALL SEMESTER JOB DESCRIPTION:

Join the team at TADA! Youth Theater as a seasonal, in-person Education Assistant! In this administrative and managerial role, you'll work closely with our Education team to oversee and manage our upcoming Onsite Fall Semester Classes. We're seeking a high-energy, outgoing individual with excellent interpersonal skills, a passion for arts education, and the ability to create a warm and welcoming environment for our students and families. You should be confident in handling challenging conversations and adept at problem-solving. If you're enthusiastic about making a difference through the arts, we'd love to hear from you!

**Hours/Rate:** Seasonal, in-person

- \$22/hr (based on class schedule. However, most weeks 12 hours a week)
- September 28-December 17, 2024
  - Mondays, 3:15PM-5:45PM (2.5 hours)
  - Tuesdays, 3:45PM-6:15PM (2.5 hours)
  - Wednesdays, 3:30PM-6PM (2.5 hours)
  - Saturdays, 9:30AM-2PM (4.5 hours)

The schedule provided is based on our Fall Semester class schedule and is not flexible. There will be some weeks without classes. A full schedule will be provided during the interview process.

Please note: this position could extend into the Winter/Spring Semester.

**Reports to:** Director of Education & the Education Manager - Onsite

### **Detailed Responsibilities:**

#### **Communication and Reporting:**

- Use Slack for daily reports and communication with the TADA! team.
- Check the education email and voicemail at the start of the day (Monday, Tuesday, Wednesday, and Saturday only), and respond to inquiries or issues related to the programs managed.

#### **Administrative Responsibilities:**

- Maintain and update Attendance/Health Forms.
- Complete the Education Onsite Daily Report.
- Make copies for Teaching Artists and Education Staff.

#### **Onsite Management:**

- Manage and oversee all onsite classes, including:
  - Opening and closing the building.
  - Check-in and check-out procedures.
  - Completing daily onsite reports.
  - Lobby maintenance, including restocking before and after class.
  - Emptying the lobby, rehearsal room, and bathroom trash daily.
  - Monitoring the lobby during classes.
- Act as the CPR/First Aid Staff person, providing emergency care as needed.
- Ensure that all safety procedures/protocols are being implemented onsite.
- Uphold the expectations laid out in the Staff and Teaching Artist Handbook

#### **Family and Student Interaction:**

- Act as the face of TADA!, welcoming and assisting families with a warm, positive, and high energy.
- Handle check-in/check-out for classes.
- Answer general questions from families and handle student/family issues, concerns, and comments.
- Assist Teaching Artists with bathroom/water breaks.
- Support Teaching Artists with student-related issues (e.g., illness, behavior, body breaks, etc.).

#### **Additional Responsibilities:**

- Perform additional duties as assigned by the Director of Education to support the smooth operation of the department.

## **Qualifications:**

- A deep appreciation and enthusiasm for TADA! Youth Theater's mission, vision, and values
- Committed to ensuring the safety and wellbeing of all students, families, and staff
- Highly responsible, organized, and detail-oriented with excellent interpersonal, verbal, and written communication skills
- Excellent time management
- A warm, high-energy individual with the ability to foster an inviting atmosphere while maintaining a calm and composed demeanor
- Strong customer service skills with a commitment to providing clear answers and closing communication loops
- Compassionate and culturally sensitive with strong listening skills and an ability to connect with people from diverse backgrounds
- Proven ability to manage multiple deadlines, prioritize tasks, and work proactively, all with a sense of humor
- An empathetic listener who approaches challenges with a solution-oriented mindset
- Openness to questioning norms and embracing new ideas and working methods
- Proficient in Google Suite (Docs, Sheets, Calendar); familiarity with Salesforce is a plus
- A strong commitment to and interest in promoting diversity, equity, and inclusion in all aspects of TADA!'s programming and initiative.

TADA! Youth Theater is committed to building and fostering a diverse and inclusive workforce that is representative of the vastly diverse youth in our Ensemble program and school programs. Priority will be given to candidates who are dedicated to anti-racism and share our mission and vision below. Candidates from underrepresented racial or ethnic groups, people with disabilities, and LGBTQIA+ individuals are encouraged to apply. We are an Equal Opportunity Employer and do not discriminate on the basis of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, or veteran status.

## **How to Apply?**

- Send the following materials to [kknowles@tadatheater.com](mailto:kknowles@tadatheater.com) and include the words **Education Assistant - Fall Semester** in the subject line.
  - Resume
  - 2-3 minute video-recorded statement of interest (introduce yourself, share your arts education and musical theater experience/background, and why you're interested in the TADA! Education/Teaching Assistant position)

**Deadline:** Monday, August 19, 2024

**Interviews:** September 3 & 4, 2024

**Anticipated Training Start Date:** Monday, September 23, 2024

All Employment offers are contingent based upon a successful completion of background check

## **TADA YOUTH THEATER:**

### **MISSION:**

TADA! Youth Theater's mission since 1984 has been to provide young people from different social, racial, economic, and cultural backgrounds with musical theater programs that inspire them to learn, be creative, and think differently through high-quality productions, positive youth development, and education programs.

### **VISION:**

TADA!'s vision is that all young people grow up feeling successful, creative, confident, accepted, and accepting of themselves. Through the ability of people learning to express themselves well, we can break down barriers of racism and inequality and create positive, active citizens.

For full details and more information about our Education Department at TADA! Please visit our [website](#).

