

**Booth Tarkington Civic Theatre and its education wing, JR. CIVIC, seek to fill the following positions:**

**Classroom Instructor (Acting)**

**Part Time Position**

**Start Date: January 15, 2022**

**\$50/hr**

**Availability Requirements**

- This position is hired on a session-to-session basis.
- Classes at Civic Theatre are held year-round on a seasonal schedule.
- Class times are generally Mondays-Thursdays, afterschool, and on Saturday mornings. Times and days of the week vary according to age group.

**Key Responsibilities**

- Responsible for planning and instructing Jr. Civic Acting classes for various age groups.

**Qualifications**

- Applicant must hold at least a bachelor's degree in theatre OR have cumulative experience equal to that level of degree.
- Applicant should have experience working with youth in the kindergarten to 8<sup>th</sup> grade range.
- Applicant should be confident with lesson planning and interested in developing curriculum for process-based theatre education workshops.
- Applicant should be organized and prompt.
- This position requires strong classroom management skills.

**Hiring process will include an in-person interview and a standard criminal background check.**

Civic Theatre does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or familial status, sexual orientation, gender identity, veteran status or any other basis prohibited by local, state, or federal law.

We encourage people of all backgrounds to apply, including people of color, women, LGBTQ individuals, people with disabilities, veterans, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

**If interested in applying, please send resume to [education@civictheatre.org](mailto:education@civictheatre.org) with "Classroom Instructor (Acting)" as the subject line.**

## **Musical Theatre Classroom Instructor**

### **Part Time Position**

**Start Date: January 15, 2022**

**\$50/hr**

### **Availability Requirements**

- This position is hired on a session-to-session basis.
- Classes at Civic Theatre are held year-round on a seasonal schedule.
- Class times are generally Mondays-Thursdays, afterschool, and on Saturday mornings. Times and days of the week vary according to age group.

### **Key Responsibilities**

- Responsible for planning and instructing Jr. Civic Musical Theatre classes for various age groups.

### **Qualifications**

- Applicant must hold at least a bachelor's degree in music or theatre OR have cumulative experience equal to that level of degree.
- Applicant must have at least basic piano skills and be able to confidently teach musical theatre-style music.
- Applicant should have experience working with youth in the Kindergarten to 8<sup>th</sup> grade range.
- Applicant should be confident with lesson planning and interested in developing curriculum for process-based theatre education workshops.
- Applicant should be organized and prompt.
- This position requires strong classroom management skills.

**Hiring process will include an in-person interview and a standard criminal background check.**

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**Classroom Accompanist**  
**Part Time Position**  
**Start Date: January 15, 2022**  
**\$50/hr**

**Availability Requirements**

- This position is hired on a session-to-session basis.
- Classes at Civic Theatre are held year-round on a seasonal schedule.
- Class times are generally Mondays-Thursdays, afterschool, and on Saturday mornings. Times and days of the week vary according to age group.

**Key Responsibilities**

- Duties for this position include accompanying musical theatre education classes for youth on piano.

**Qualifications**

- Applicant must have advanced piano playing skills, have experience accompanying vocalists and/or musical theatre rehearsals and be a strong sight reader.

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**Education Concierge****Part Time Position****Start Date: January 3, 2022****\$13/hr****Availability Requirements**

- 15-20 hours/week (no more than 29 hours/week)
- Typically late afternoons/early evenings and Saturday mornings during regular, seasonal class sessions.
- Other hours outside of those listed above will be negotiated
- Some times of the year will require more hours per week
- Busiest months are September, January, April, June, and July
- Potential training session required prior to start date

**Key Responsibilities**

- Applicant will have weekly set “desk hours” at the front desk in the Education Suite.
- Applicant will need to train and become proficient in using enrollment software applications.
- Applicant will be required to attend all weekly Full Staff Meetings and other events deemed necessary by supervisors.
- Applicant will occasionally cover classes for late or absent instructors, as necessary.
- Applicant may occasionally be asked to teach a class, if necessary or warranted so some background in theatre education is preferred.
- Other duties, as assigned, include data input and supplying weekly enrollment reports, among other clerical duties.

**Qualifications**

- Applicant will need strong interpersonal skills to facilitate parent/student consultation and act as a public point person for Jr. Civic and the theatre in general.
- Applicant should be highly organized and ready to acquire a good understanding of Jr. Civic programs and classes.
- Applicant must be well-versed in Excel and utilizing cloud-based platforms.

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**If interested in applying, please send resume to [education@civictheatre.org](mailto:education@civictheatre.org) with “Education Concierge” as the subject line.**