

Position: Raue Center School For The Arts Summer Camp OnStage – Teaching Assistant/Youth Coordinator

Hours: Monday – Thursday from 8 AM – 1 PM (Roughly 20 hours/wk - Tech week...hours will adjust)

Stipend: \$1100

Raue Center School For The Arts (RCSA) is thrilled to be launching its summer education camp program and is looking for a for a skilled, self- motivated, lively, outgoing and great with kids (ages 7 – 13) Teaching Assistant/Youth Coordinator to join our team for the RCSA production of *Moana Jr*. Potential costume coordinator should be a self-starter and an excellent collaborator with the creative team members.

Teaching Assistant/Youth Coordinator Responsibilities:

The Teaching Assistant/Youth Coordinator will help provide support for the director, choreographer, music director and stage manager in the running of our summer camp production of *Moana Jr*. This position will be quite involved in assisting with the class portion of the camp, teaching alongside the other production team members, along with helping in maintaining the organization and focus of up to 30 students max. This position will also assist during the rehearsal portion of the program.

- Meet with course instructors on a weekly basis.
- Assist course instructors with scheduling of in-class student coaching sessions.
- Duplicate/scan music for in-class use.
- Assist with uploading of scanned materials to Canvas and video recordings to Media Gallery, as well as creating simple programs and players for performances.
- Operate video camera for recording in-class performances
- Set-up of chairs, tables, and video equipment, situating piano, and adjusting physical layout of classroom in preparation of the day's class agenda.
- Help teach and mentor students from 7 to 13 years of age.
- Follow provided lesson plans or instruction from the director, choreographer and music director of the production.
- Oversee and maintain the focus of a room full of students.
- Help organize the breaks and lunch time with the assistance of the other team members.
- Have a love for working with kids.
- Excellent communication and organizational skills.
- High energy and flexibility to tackle all different types of personalities and levels of experience in the performing arts.
- Theater and teaching experience a plus, but not necessarily required

Important dates to be aware of:

Important *Moana Jr*. dates:

- Auditions & Callbacks: Week of June 10, 2024 (Times are being finalized)
- Rehearsals: June 17 – July 24, 2024
- Performances: July 25 – July 27, 2024

Please email the following to: rcaeducation@rauecenter.org

- Cover letter which should include why working with kids is important to you and what you can bring to the class and camp program.
- Professional resume which should include any work with youth or teaching.
- A link to your portfolio...if you have one.

Start date: *Dependent on when first production meeting will be.*

Please note that submission of your resume is a not a guarantee of employment, HOWEVER, we will keep your information on file for future productions.