

Organization: Raue Center School For The Arts (RCSA)

Program: *The Santa Switch* Holiday Production

Location: Rehearsals - Trinity Episcopal Parish @ 210 McHenry Ave.

Crystal Lake | Performances - Raue Center For The Arts @ 26 N. Williams St. | Crystal Lake

Position: Teaching Assistants (*Hiring Multiple*)

Age: 21+

Stipend: \$1500 Total

Important Dates: September 28 - December 6, 2026

- **Auditions:** September 28 - October 2, 2026
- **Rehearsal Dates:** October 5 – November 12, 2026
- **Rehearsal Schedule:**
 - Sunday | 12 - 5 PM
 - Monday | 5:30 - 8:30 PM
 - Wednesday | 5:30 - 8:30 PM
 - Thursday | 5:30 - 8:30 (TBD - back up day for any additional rehearsals needed)
- **Tech Dates:** November 15 - 19, 2026
- **Show Dates:**
 - November 20, 21, December 3, 4 & 5 @ 7 PM
 - November 21, 22, December 5 & 6 @ 1 PM
 - Special Festival of Light Performance on Friday, November 27 @ 4:00 PM

Raue Center School For The Arts (RCSA) is seeking an enthusiastic, dependable, and collaborative **Teacher Assistant** to join the creative team for our upcoming production of *The Santa Switch: A Holiday Jukebox Musical*.

The Teacher Assistant will work closely with the Director, Music Director, Choreographer and other Teaching Assistant(s), to support rehearsals, assist with young performers, and help create a positive, organized, and encouraging environment throughout the production process. This is an excellent opportunity for an emerging theatre professional, educator, college student, or experienced performer who enjoys working with young artists and wants hands-on experience in the world of educational theatre and production.

Position Overview

Teaching Assistants work closely with the entire production team to support both the educational and rehearsal aspects of the program. This includes *potentially* leading acting-based warm-ups, assisting with instruction, and ensuring students remain focused, engaged, and respectful throughout the day.

This role requires leadership, awareness, and the ability to take charge when needed - balancing creativity with structure to support a cast of up to 30 members (*kids, adults, and professionals*).

Key Responsibilities

Student Supervision & Daily Operations

- Assist with set-up and tear down of rehearsal space each day
- Welcome students and families during arrival and assist with daily check-in
- Oversee students during rehearsals and breaks and keeping the rehearsals quiet and focused
- Maintain organization and cleanliness of rehearsal spaces
- Once in tech rehearsals and performances, supervise backstage behavior, focus, and safety
- Assist backstage in a crew capacity when needed
- Help manage end-of-day student dismissal and making sure students leave the facility safely and are picked up by their respective guardian

Student Leadership & Rehearsal Management

- Take strong initiative in leading and guiding students throughout the rehearsal day
- Maintain structure, focus, and professionalism within the rehearsal space
- Help manage behavior in a positive, respectful, and effective way
- Ensure students remain engaged, on task, and supportive of one another
- Serve as a consistent leader and role model

Acting & Ensemble Work

- Lead acting exercises and ensemble-building activities at the start of rehearsals
- Help students connect to character, storytelling, and physical expression
- Support the development of focus, presence, and ensemble awareness
- Adapt exercises to meet varying levels of experience

Teaching & Rehearsal Support

- Assist in teaching acting, theatre, and rehearsal-based material
- Support the Director, Choreographer, Music Director, Stage Manager, and Assistant Stage Manager
- Help plan and implement engaging, purposeful rehearsal activities
- Assist with in-room coaching and small group work as needed

Production Support

- Assist with daily setup and breakdown of rehearsal spaces (chairs, tables, piano, etc.)
- Attend production meetings and collaborate with the creative team
- Help coordinate rehearsal flow and transitions throughout the day

General Responsibilities

- Bring consistent energy, focus, and professionalism to each rehearsal day
- Communicate effectively with staff and students
- Work collaboratively as part of a team
- Participate in strike immediately following the final performance (December 6, 2026)

Qualifications

- Strong leadership and initiative
- Ability to manage and engage groups of teen performers
- Excellent communication and organizational skills
- Ability to maintain structure while supporting a creative environment
- High energy, adaptability, and problem-solving mindset
- Passion for working with young artists
- Theatre or teaching experience is a plus, but not required

How to Apply

Please contact and email the following to rcsaeducation@rauecenter.org :

Cover Letter (include the following):

- Why is working in educational theatre important to you?

- What would you bring to the rehearsal environment?

Plus:

- Professional resume (include any experience working with youth or teaching)

Additional Information

Start Date: Based on the first production meeting (September 2026; exact date TBD)

Submission of materials does not guarantee employment; however, applications may be kept on file for future opportunities