

The Community House of Hamilton Wenham

Position Agreement

Job title: Stage 284 Youth Studio Curtains Up Apprentice

Reports to: S284 Curtains Up Instructor

Pay Rate: Based on experience
Review Date:

Type of position:
Part-time

Hours: 5 hrs per wk.

Results to be achieved by this position:

Curtain's Up is Stage 284's after school workshop for 6th - 8th graders, focused on acting, singing, improv and scene study. The program is intended to help build youth's theater resumes by allowing them to hone their skills through script analysis, characterization and the art of improv, musical theater and movement! Each 6-week session ends in a sharing session to showcase all the youth have learned. Our commitment is to consistently provide quality enrichment opportunities that support the arts and community.

You will be a critical member of our theater education team. You will be assisting our Curtains Up Instructors in leading engaging activities, supporting logistics, managing materials, and generally helping the program to run smoothly. Our commitment is to consistently provide quality enrichment opportunities that support the arts and community.

Standards for this position:

- Greet every guest and youth enthusiastically and warmly
- Assist instructors with engaging activities
- Manage any materials needed for the day
- Take attendance and manage check-in/check-out process
- Maintain professional presentation and appearance
- Garner consistent positive feedback from coworkers and constituents
- Arrive on time and have excellent attendance
- Treat visitors and coworkers with respect
- Ensure all meetings, activities, and events are executed smoothly and efficiently
- Keep in confidence all business and client information (written and verbal)

Work requirements for this position:

- Assist in leading curriculum activities
- Supervise youth
- Maintain a clean, safe learning environment
- Maintain flexibility
- Maintain confidentiality
- Maintain a positive, respectful manner
- Other duties as assigned

Other/special requirements for this position:

- Consistently positive attitude
- Take direction
- Self-starter
- Great people skills
- Open minded and optimistic
- Innovate- Suggest ways to make things better/more efficient

Reviewed and agreed to by (employee):

Name:

Date:

Approved by (supervisor):

Name:

Date: