

The Community House of Hamilton Wenham

Position Agreement

Job title: Stage 284 Youth Studio Lead Teacher for February and April Vacation Workshops

Reports to: S284 Youth Studio Vacation Workshop Teacher

Pay Rate: Based on experience

Type of position:

Part-time

Review Date:

Hours: 40 hrs. for one in February and April

Results to be achieved by this position:

Stage 284 Youth Studio's Wednesday Workshop introduces young theater enthusiasts to the science of shows! Our top-notch team incorporates acting, singing and dance training, blocking and theater terminology into each workshop developing the skills necessary to succeed on stage in our Youth Company or Main Stage Programs.

You will be a critical member of our theater education team. You will be directing a workshop production as well as leading several theater workshops during the week. The team will consist of a Music Director, Choreographer, Production Manager, Tech Specialist, Artistic Director, and college assistants. All script materials will be provided. 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
- Plan and lead engaging activities
- Direct workshop production
- 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:

- Lead curriculum activities
- Direct workshop production
- 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: