

**TADA! Youth Theater**  
**15 West 28th Street, 3rd Fl**  
**New York, NY 10001**  
**212-252-1619**

**POSITION AVAILABLE:** Summer Education Administration Assistant

**REPORTS DIRECTLY TO:** Education Staff

**COMMITMENT:** 25-35 hrs/wk per session (see details below)

**OBJECTIVE:**

To provide support and assistance to TADA!'s Education Department. Internships primarily focus on assisting with administrative tasks to support TADA! Summer programming. Teaching Assistants will be able to acquire practical theater education experience at one of the nation's premiere non-profit youth theaters. In addition to providing hands-on opportunities to assist and observe Education Program classes, assistants learn how to create, manage and produce effective theater programming for youth. Interested persons may also assist with the behind the scenes development and fundraising aspect of nonprofit theater. Others may be involved in curriculum writing or addressing the larger NYC arts-in-education issues.

**SPECIFIC RESPONSIBILITIES MAY INCLUDE:**

- Assist with administrative tasks for TADA!'s musical theater week-long camps during one of the following sessions:
  - Session 1: June 18-22, June 25-29, July 2-6 (July 4 off), July 9-13, July 16-20
  - Session 2: July 16-20, July 23-27, July 30-August 1, August 6-10
  - Session 3: August 6-10, Aug. 13-17, Aug. 20-24, Aug. 27-31
    - Mondays/Tuesdays: 8am-1pm
    - Wednesdays/Thursdays: 9am - 2pm
    - Fridays: 11:30am-5:30pm
- Provide administrative support for TADA! Education staff (i.e. assisting with student check-in/ check-out, registrations, answering parents' questions, organizing song files, communicating TADA!'s overall philosophy, etc.)
- Contribute to the development of TADA!'s curriculum both in-house and off-site in the schools and community centers; (if interested) opportunities to research possible grant/funding opportunities for TADA!'s theater education work.

**REQUIREMENTS:**

- Strong commitment to theater and education (note: our focus is primarily on musical theater)
- Enjoy working with others—interns need to interact successfully with a wide range of personalities including staff, students, artists, volunteers, board members, donors and the general public; on the phone and in person.
- Interns must be proactive in supporting all aspects of the Education Department and actively participate, problem-solve, and assist with in-class activities.
- Proficiency in computer programs that work in word processing, databases and spreadsheets

- Commit to a consistent schedule for a minimum of 4 weeks. These weeks do not have to be consecutive.
- May report to other staff members on various projects as assigned.

### **WORKING RELATIONSHIPS:**

This position reports directly to the Education Staff and works closely with Director of Education, Education Programs Manager, Education Assistants, and Teaching Artists.

### **ORGANIZATION BACKGROUND:**

Co-founded in 1984 by Janine Nina Trevens and Linda Reiff, TADA! is a unique, non-profit, 501 (c)3 youth theater that: produces original musicals performed by New York City kids ages 8-18 for family audiences; offers a year-round Resident Youth Ensemble composed of approximately 70 NYC kids ages 8-18; provides renowned education programs in more than 30 New York-area public schools; and provides theater classes taught by professional Teaching Artists.

TADA! is more than a theatrical training ground; it exists to provide kids from all racial, economic and social backgrounds a place where they can develop individual talents while being a vital part of a group. TADA! is a place for exploring the world of musical theater, for discovering unknown talents while cultivating undeveloped ones, and for establishing friendships and for gaining a sense of one's self. TADA!'s staff is comprised of theater professionals who all have extensive experience working with children.

Through all of TADA!'s different programs children learn lessons that they will carry with them for the rest of their lives whether they stay in theater or not. Theater teaches structure, discipline and problem solving skills, which are critical to their success both in school and in life.

### **POLICIES:**

All Interns must adhere to TADA!'s general office policies and behave professionally at all times - inappropriate or unprofessional behavior may result in the immediate termination of an internship.

TADA! is an Affirmative Action/Equal Opportunity Employer.

### **COMPENSATION:**

Unfortunately TADA! is unable to provide housing for interns. However, we will supply an unlimited weekly metrocard for each week of service. The Education Department is also willing to discuss arranging college credit and/or observation/fieldwork hours with your university or college advisor.

For more information or to apply for a TADA! Summer Education Internship, send or email a cover letter and resume to:

ATTN: EG Engle

E-MAIL: [eengle@tadatheater.com](mailto:eengle@tadatheater.com)

PHONE: (212) 252-1619 x4

