

## TADA! Youth Theater

### WINTER TEACHING ASSISTANT POSITION ANNOUNCEMENT:

#### Education Intern/Teaching Assistant

**POSITION AVAILABLE: Winter Education Teaching Assistant**

**REPORTS DIRECTLY TO: Education Staff**

**COMMITMENT: 8-10 hrs/wk**

#### **OBJECTIVE**

To provide support and assistance to TADA!'s Education Department. Teaching assistantships primarily focus on assisting with TADA!'s Teaching Artists directly in the classroom. 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, Teaching 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:**

- Commit to a regular schedule of 8-10 hours per week (to be split between classroom and administrative duties) for the Winter Semester 1/16/2018 – 5/12/2018
- Provide assistance in musical theater classes on one or more of the following days/times:
  - Saturdays from 10:30AM – 6:00PM
  - Sundays from 9:30AM - 3:00PM
  - Mondays from 2:45PM – 6:00PM
  - Tuesdays from 3:00PM – 7:00PM
    - Responsibilities include welcoming and receiving students/families in a friendly, engaging, and professional manner as well as assisting with check-in procedures, shadowing Teaching Artists, and working with students (3-6 hours per week).
- Provide administrative support for the Education office during regular office hours (M-S, 10 AM – 6 PM). Responsibilities include: answering phones, fielding inquiries about our programs, processing registrations and payments. Additional administrative support may include typing, photocopying, database entry, and filing (4-5 hours per week).
- Assist on at least 2 of the following full day 1-Day camps scheduled for the Winter semester
  - 1-day camp dates (8:30am - 6:00pm):
    - Monday, January 15th
    - Friday, February 16th
    - Monday, February 19th
    - Monday, March 19th
    - Monday, April 2nd
  - 4-Day and 5-Day Camp dates:
    - Tuesday, Feb. 20th - Friday, Feb. 23rd (9:00am - 4:30pm)
    - Monday, Feb.19th - Friday, Feb.23rd (9:00am - 12:30pm)
    - Tuesday, March 20-23rd
  - Workshop Intensives
    - Sundays: Jan.21st, Jan. 28th, Feb.4th, Feb.11th (2:30pm-6pm)



- Potential opportunities to work on arts education projects such as market research, curriculum development, class observations, etc.
- Additional duties as assigned

**REQUIREMENTS:**

- Strong commitment to theater and education (note: our focus is primarily on musical theater)
- Interest in working with youth/children (programs offered to students in grades Pre-K - 8)
- Enjoy working with others—Teaching Assistants need to interact successfully with a wide range of personalities by phone and in-person (e.g., staff, students, artists, volunteers, board members, donors, and the general public).
- Teaching Assistants must be proactive in supporting all aspects of the Education Department and actively participate, problem-solve, and assist with in-class activities.
- Proficiency with computer programs that work in word processing, databases and spreadsheets
- May report to other staff members on various projects as assigned.

**WORKING RELATIONSHIPS:**

This position reports directly to TADA!'s Education Assistant, and works closely with Education Programs Manager and Teaching Artists.

**ORGANIZATION BACKGROUND:**

Since 1984, TADA! has provided young people from all racial, economic and social backgrounds the opportunity to explore and perform musical theater together in an educational, supportive and professional environment.

TADA!'s mission is two-fold:

1. to present high-quality musical theater productions performed by talented kids for family audiences;
2. to provide a safe, creative, nurturing place where kids can harness their inherent energy, build their self-esteem as well as realize their true potential through the unique, collaborative art form that is musical theater. Young people gain confidence as well as learn commitment, responsibility, communication and teamwork—skills that are critical to their success in both school and life.

**POLICIES:**

All Teaching Assistants 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:**

Unpaid, but the Education Department is willing to discuss arranging college credit and/or observation/fieldwork hours with your university or college advisor.

**Interviews will be conducted in October/November 2017**

For more information or to apply for a TADA! Winter Teaching Assistantship, email a cover letter and resume to:

EG Engle, Education Assistant  
 E-MAIL: [eengle@tadatheater.com](mailto:eengle@tadatheater.com)  
 PHONE: (212) 252-1619 x 4

