

Position: Theatre in Education Assistant

Organization: Magnus Theatre

Website: <http://magnustheatre.com>

Primary Responsibilities: The Theatre in Education Assistant will work under the direct supervision of the Theatre in Education Director. They will assist with organizing and implementing all facets of the Education Department and act as an ambassador of Magnus Theatre to the community. Tasks and responsibilities may be variable, but include the following:

- Deliver age-appropriate theatre camp content for multiple summer drama camps (ages 5-8, 9-12, 6-12 and 13-18).
- Assist with planning of the day's activities and take instruction from the Theatre in Education Director.
- Assist with maintaining schedules and timing of children's activities.
- Assist with preparing activities and supplies needed for each activity, set-up and wrap-up at the beginning and end of each day and maintaining a clean and tidy workspace.
- Assist with providing childcare and supervising children/youth including working with small groups on specific skills and providing one-on-one support.
- Assist with the implementation of departmental staged productions including, but not limited to; 10x10, Creative Collection Project, Young Company, The Actor's Studio and Summer Camp plays.
- Lead children's activities and teach new skills.
- Find ways to engage children and encourage hands-on learning; keep children on task and actively learning.
- Safely lead children to off-site locations on foot.
- Create a nourishing environment that fosters creative learning.
- Ensure health and safety practices are being followed, and that students are always supervised.
- Assist with post event wrap-up, including recommendations for the program.
- Contribute to the day to day running of the department, e.g., prepare study guides for the upcoming season, create ideas for social media content, answer queries about programming from the public.
- Sundry duties as assigned.

Core Requirements:

- Experience working with children, especially those aged 5 through 12.
- Some teaching experience, including ability to learn various types of information and then translate it into teachable material.
- Self-motivated, well-organized, and energetic.
- Ability to work long days and maintain a professional and friendly demeanor.
- Works well as part of a collaborative team, as well as independently.

Desired Requirements:

- Knowledge and experience of live theatre.

- Proficiency with, and understanding of, various social media platforms.
- An interest and passion for arts education.

Note: This position may include working with vulnerable people and therefore a successful Vulnerable Sector Check will be required. First Aid and CPR training is an asset.

Position Details:

Start Date & Term: June 3rd – September 2nd.

Compensation: \$17.55 p/hour for 35 hours/week for 13 weeks

Application Process

Applications: Please send a cover letter and resume with the subject line: “*your name* - 2024 Theatre in Education Assistant” to the attention of the Theatre in Education Director at: education@magnustheatre.com.

Please ensure that your cover letter indicates how you meet the Core Requirements, as well as how your experience will make you successful with this position’s Primary Responsibilities.

Deadline: Friday, March 22nd, 2024