

Job Position: Teacher for Summer 2021 Camps at Children's Theatre Workshop

Reports to: Executive Artistic Director Aimee Reid

Job Purpose: To teach acting camps to campers ages 7-9 and 13-15, and supervise camp activities.

Available Positions:

- June 14-18, 2021; Acting for 7-9 Year Olds
- July 26-30, 2021; Acting for 13-15 Year Olds

Duties and Responsibilities:

- Attend at least one planning meeting with Executive Artistic Director, Zoom is acceptable.
- Prepare original lesson plans and select script for the week.
- Teach prepared lesson plans, communicating materials needs in a timely fashion.
- Supervise lunch and snack breaks.
- Oversee students, including: taking attendance, maintaining a strong learning environment, escorting to bathroom breaks as appropriate for age group, and addressing disciplinary issues as needed in accordance with CTW's policies.

Qualifications:

- Previous experience in theatre performance.
- Previous experience in working with young people in educational setting.
- Ability to maintain composure and professionalism in high-energy environment.
- Flexibility and problem-solving skills.
- Undergraduate degree in theatre or education is preferred.
- FBI/BCI Fingerprinting required. If the applicant has not been fingerprinted, CTW will arrange for your fingerprinting.
- First Aid certification is preferred.

Working Conditions:

- Hours are not flexible; camps are scheduled in advance and attendance is required at each camp, barring illness or personal emergency. Teachers are expected to arrive 15 minutes before camp and not leave until duties are complete.
- Camps run 9:00 am-5:00 pm, Monday-Friday.
- Acting camps will occur at the Collingwood Arts Center.
- CTW will provide a copier, scripts, and materials.
- Teacher:student ratios are 1:12 for this camp. If enrollment exceeds 12 students, a second teacher will be hired. Teen volunteers may be assigned to this camp as well.
- Covid precautions may be in place; staff are expected to adhere to the policies in place at the time the camp occurs.
- CTW shall not discriminate on the basis of race, color, gender, national origin, pregnancy status, religion, economic status or military status with respect to its employment practices, rights privileges, programs, activities, and/or in the administration of its educational programs and activities.

Compensation: Teachers are paid \$17 per contact hour for camps. Salaries will be paid in the nearest bi-weekly payroll. Teachers may request to have checks mailed. This compensation includes any planning time and other preparations.

To Apply: Send resume and cover letter to Executive Artistic Director Aimee Reid. Email to areid@ctwtoledo.org. Hiring process includes an interview which can be conducted in person or over Zoom. Applications are accepted until positions are filled.