

# CAL SHAKES

CALIFORNIA SHAKESPEARE THEATER

## **Position Description** **Summer Conservatory Instructional Aide** **Full-time, Seasonal, Non-Exempt position**

### **Position Overview**

Under the direction of the Artistic Learning Programs Manager, Instructional Aides will support and supervise students throughout their conservatory experience. Aides will serve as assistant instructors, assistant directors and activities supervisors in Cal Shakes' Summer Shakespeare Conservatories. Aides will also be responsible for taking and sharing production notes with production team, communicating with student parents and guardians, and tending to the emotional, social and physical needs and safety of a diverse group of young actors.

As a member of the Cal Shakes staff, you'll receive complimentary tickets to our productions. You'll also have the opportunity to engage in company dialogues about the art we create and the communities we touch.

### **Duties & Responsibilities**

- Pre-Conservatory:
  - Assist with administrative projects as assigned; complete conservatory logistics; summer staff and camper orientations; Production prep; attend Main Stage Meet and Greet and first read-through; participate in trainings.
- At Conservatory:
  - Main responsibility is to create and maintain fun, productive and harmonious group interactions through consistent and fair discipline and bonding.
  - Oversee a group of student actors: manage check-in and check-out.
  - Assist Teaching Artists in classes: demonstrate skills within lesson; encourage participation.
  - Plan and teach Master classes
  - Lead group activities as needed; actively supervise lunchtime activities.
  - Plan/lead extracurricular events such as needed, for example: Talent Show
  - Work closely with the Director and Tech Coordinator on all aspects of production for Conservatory performances; for example: helping with paraphrasing, running lines, taking and giving line notes, stage management tasks.
  - Provide continuity and communication to TAs.
  - Participate in load-in day and finalizing production elements on behalf of the director.
- Post Conservatory:
  - Process feedback from students and parents; return production materials: props, costumes, etc.; assist with administrative projects as assigned.

### **Qualifications**

You are an ideal candidate if you:

- Have an understanding of theatrical education.

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- Have experience working with young people in an educational/theatrical setting.
- Have experience in theatrical rehearsal and production.
- Share with us a commitment to inclusion and equity
- Enjoy working in a diverse, creative, collaborative, and fast-paced environment
- Are self-motivated, responsible, and highly creative
- Have solid team playing skills and the ability to adapt
- Can think on your feet and problem-solve in a calm, professional manner.
- Exercise good judgment and give appropriate consideration to others
- Are comfortable working outside with an unpredictable climate

## **Special Environmental Factors**

- Position requires that you work at our outdoor Amphitheater in Orinda.
- At the Bruns Amphitheater: extended standing, walking on uneven ground (hills, gravel, and rocks), working outdoors with no effective protection from weather for extended periods of time.
- The Bruns Amphitheater is most accessible by car. It is preferable that the employee have access to and operate a car in order to work at the Amphitheater, but Cal Shakes may be able to accommodate alternatives.

## **Position Details**

- Time Commitment: 30-40 hours per week, with possible additional hours.
- Duration: Part-time, seasonal position (June through August)
  - 4-week session, Monday-Friday, June 13 – July 8, 9 am-3 pm
  - 2-week session, Monday-Friday, July 25 – August 5, 9 am-3 pm
- Reports to: Artistic Learning Programs Manager
- Salary: \$15.00/hour
- Vaccination Policy: Cal Shakes is a fully vaccinated workplace. Full vaccination, including up to date booster dose(s), is required of all employees with accommodations made for sincerely held religious beliefs and medical exemptions.

**To apply:** Email your cover letter and resume to [learn@calshakes.org](mailto:learn@calshakes.org) with “2022 Conservatory Instructional Aide application” in the subject line.

## **The Organization**

**Description:** With an outdoor main stage performance venue in Orinda and community programs throughout the Bay Area, Cal Shakes expands access to and relevance of the arts by fostering a participatory culture among a diversity of audiences, artists, and learners throughout the Bay Area. California Shakespeare Theater has an inclusive work environment and actively embraces a diversity of

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people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups in our community to apply.

**Mission:** Cal Shakes redefines the classical theater for the 21st Century, making works of extraordinary artistry that engage with our contemporary moment so we might learn about ourselves and each other in the fullness of our world.

**Equity, Diversity, and Inclusion Statement:** At Cal Shakes, we believe that equity is a practice. Our actions--both onstage and off--can have a positive social impact by exposing oppression, addressing historic injustices, and showing how power can be transformed and shared in different ways. We endeavor to dismantle systemic bias by actively including, reflecting, and creating opportunities for our diverse Bay Area communities. We recognize that this work is ongoing and often imperfect, but we are committed to facilitating respect for the many facets of the human experience.

California Shakespeare Theater is an equal opportunity employer. We have an inclusive work environment and actively embrace a diversity of people, ideas, talents and experiences. People of color are encouraged to apply.

For more information about Cal Shakes, please visit our website at <http://www.calshakes.org>

Thank you for your interest in joining the team at Cal Shakes!