



We have part time, seasonal openings at the Jewish Community Center for **Production Assistants** for this year's production in May. This seasonal position works with Theatre Unlimited, one of St Louis' oldest theatre companies for adults with disabilities. A new show is produced each year providing an inclusive and fun experience for all who wish to participate.

Rehearsals begin in January, lasting until May as follows but are subject to change: Wednesday evenings, 6:00 to 8:00pm, and Sunday afternoons, 2:00 to 4:00pm.

Participant auditions are January 20 2:00 to 4:00pm, and January 23, 6:00-8:00pm.

Technical rehearsals are Sunday, May 12, 2:00 to 4:00 pm, Monday, May 13, 6:00 to 8:00 pm, and Tuesday, May 14 6:00 to 8:00 pm

Performances are on May 15 and 16 at 7:00 pm, and Sunday, May 19 at 2:00 pm

Summary

Production Assistants provide support to adults with developmental disabilities as they participate in Theatre Unlimited at the JCC.

Responsibilities:

- Provide support to adults with developmental disabilities as they participate in Theatre Unlimited which can include identifying and making accommodations to activities to allow for full participation, facilitation of transitions or sensory breaks, assistance with personal care needs, appropriate management of crisis situations related to behavior or health, etc.
- Work cooperatively with the Director and Music Director of Theatre Unlimited
- Complete progress notes thoroughly on designated participants goals throughout the entire program(including show dates)
- Ensure each participant signs in and out of each practice and assist with follow up with those who are absent
- Attend all technical rehearsals and show dates, as well as trainings and meetings as required.
- Together with the Director ensure all materials are gathered and put away after rehearsals and performances. Ensure any materials that must be returned are accounted for.
- Maintain good attendance and have reliable transportation
- Follow all JCC rules, regulations, and standards
- Other duties as assigned by supervisor

Qualifications

- High school diploma or GED required; Minimum of 18 years of age
- Current college student or graduate in a related field preferred
- Experience working closely with adults with developmental disabilities
- Understanding of unique needs of adults with developmental disabilities
- Must have auditory, visual, ambulatory, cognitive, communications and physical ability to complete major tasks in the program
- Ability to relate to and communicate with one's peer group, parents, as well as to varying skill levels
- Ability to accept guidance and supervision
- Ability to assist adults in emergency situations; including fire, evacuation, illness, or injury
- Should possess good character, integrity, and adaptability.
- Demonstrate enthusiasm, sense of humor, patience, and self-control in a dynamic environment
- Current CPR and First Aid certification is required and must be maintained. Training will be provided if necessary.
- Must be registered with and in good standing with the Family Care and Safety Registry

For more information about the JCC, please see our website www.jccstl.org

To apply for this position, please submit your resume, cover letter, and completed J application to careers@jccstl.org . Please indicate the position title for which you are applying in the subject line of your email, "Production Assistant, Theatre Unlimited". The J's application is available for printing on the employment section of our website. Note that this is not an online form.

The JCC is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program.