



The Jewish Community Center is seeking part time **Production Assistants** for our Theatre Unlimited program. This is a part time position for this year's production in April. Rehearsals begin in December, lasting until April as follows but are subject to change: Wednesday evenings, 7:00 to 9:00pm, and on Sundays, 2:00 to 4:00pm. Technical rehearsals are Sunday-Tuesday, April 2<sup>nd</sup>-4<sup>th</sup>. There are three performances on April 5<sup>th</sup>, April 6<sup>th</sup>, and April 9<sup>th</sup>.

### **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](http://www.jccstl.org)

To apply for this position, please submit your resume, cover letter, and completed J application to [careers@jccstl.org](mailto: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.