



We have an opening at the Jewish Community Center for an **Assistant Director** to join our Youth Theatre for children grades K-9. The play for our spring season *Lion King Jr.* This part time position is located at our Creve Coeur location.

Auditions: January 22, 1-4pm, JCC Creve Coeur

Rehearsals: January 29- May 7, 2-5pm. JCC Creve Coeur

Tech Rehearsals: May 8, 9, and 10, 6-8pm, JCC Creve Coeur

Performances: May 11, 7pm and May 14, 2:00pm, JCC Creve Coeur

Summary:

New Jewish Theatre's Youth Program is in educational performance based program teaching kids skills in self-confidence, teamwork, acting, music and dance.

Responsibilities:

- Work with your Director to assign parts. Assignments should match to cast member's strengths and interests. All participants are cast.
- Plan rehearsal details and conduct rehearsals and performances in a fun but safe manner. Communicate plans with cast, crew and Youth Theatre Coordinator.
- Provide simple choreography as needed.
- Assist actors with character development while sharing with them the vision for the show.
- Ensure all materials are gathered and put away after rehearsals and performances. Ensure any materials that must be returned are accounted for.
- Communicate regularly with parents/guardians/participants and proactively address their concerns. Keep Youth Theatre Coordinator informed of any concerns, how the show is proceeding, and about any communications which are to be sent out.
- Know and understand all safety procedures of the J. Be able to lead the participants in the event of an emergency.
- Attend all training and meetings as required. Attend all rehearsals and performances.

Qualifications:

- High School Diploma or GED is required.
- College degree in a related field is preferred.
- Prior experience working with children is required.
- One or more years of previous directorial experience is required or several years of theatre experience across disciplines.
- Strong organizational skills
- Patience and ability to deal with multiple priorities at one time.
- Must be able to communicate effectively verbally and in writing.
- Demonstrated ability to use Microsoft Office Suite (Word, Excel, Outlook, Power Point)
- Current CPR/First Aid certification is a requirement of the position. Training will be provided as necessary.

For further information about the J, 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 be sure to list the position you are applying for, "Assistant Director-Youth Theatre", in the subject line of your email. Applications may be downloaded from the employment section of our website, completed, and scanned/attached to your email. Note that this is not an online form.

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