



We have an opening at the Jewish Community Center for an **Assistant Director/Choreographer** to join our Youth Theatre's Theatre Chaverim for children grades 2-5. The play for our upcoming season *The Most Epic Birthday Party Ever*. This part time position is located at both our Chesterfield and Creve Coeur locations.

Auditions: August 28, 1-4pm, JCC Chesterfield

Rehearsals: September 11, 2-5pm. JCC Chesterfield

Tech Rehearsals: November 1- 2, 6-8pm, JCC Creve Coeur

Performances: November 3, 7pm and 2:30pm, JCC Creve Coeur

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 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.