



Job Posting

The Jewish Community Center has an opening for an **Assistant Director** to join the New Jewish Theatre's Youth Theatre program for *Mulan Jr.* This part-time, seasonal position is located at our Creve Coeur location. Audition workshop is on Sunday, August 27, and auditions are on Sunday, September 10. Rehearsals take place on Sunday afternoons, 1 to 5pm (some holiday exceptions), with a few weekday evening dress rehearsals just prior to production. Rehearsals begin September 17, 2017.

Performances are:

December 10 and 11, 7pm; December 17, 11am and 4pm

Summary:

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

Responsibilities:

- Work with the Director and Producer to help to assign parts. Assignments should match to cast member's strengths and interests. All participants are cast.
- Along with the Director, plan rehearsal details and conduct rehearsals and performances in a fun but safe manner. Communicate plans with cast, crew and Youth Theatre Coordinator.
- Together with the Director, block the show and teach to cast.
- 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.
- Know and understand all safety procedures of the J. 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 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, PowerPoint)
- Current CPR/First Aid certification is a requirement of the position. Training will be provided as necessary.

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.