

# Full Job Description

**Education Assistant** - Portland Stage is looking for an Education Assistant to support our In-Theater and In-School/Outreach Education Programming for the 2021/2022 season. The ideal candidate is enthusiastic about theatre education, has experience working with young people, and enjoys working collaboratively. This hourly position is part time (roughly 10 hours a week) and year round with an anticipated start date as soon as possible. Please read the Education Assistant Job Description for full details.

To apply, send an email ([search@portlandstage.org](mailto:search@portlandstage.org)) with a cover letter and resume; be sure to include "Education" in the subject line.

Pay and Benefits - The anticipated rate of pay for the Education Assistant position is \$14.50 to \$15.00 per hour.

## **Full Job Description:**

**Supervisors:** Education Director & Education Administrator

**Job Purpose:** Work under Education Director and Education Administrator to assist with ongoing needs of the department. Duties and responsibilities will change depending on what programming is going on at any given time in the year. This is a new position and we are excited to work alongside the Education Assistant to determine how this role can best support the needs of our education programming.

## **Duties & Responsibilities:**

- Support the ongoing operations of the Education Department
- Assist in the planning, promotion, and execution of Education classes, workshops, camps, school/outreach programs, and events.
- Provide administrative support including copying, filing, printing, and emailing
- Communicating with teachers, families, education artists, and answering general inquiries
- More specific duties may include, but are not limited to:
  - Creating and sending weekly marketing e-blasts
  - Create and post content for Portland Stage social media accounts
  - Running check-in for various programs
  - Edit images on PhotoShop

- Assisting, co-teaching, or lead teaching workshops for grades Pre-K through 12
- Planning and leading arts & crafts activities
- Performing as needed (and only if applicable to applicant!)
- Coordinating with teachers and education artists for school/outreach programming, scheduling, and helping with set up and implementation of these programs
- Video editing for filmed performances
- Updating website pages
- Reserving and booking tickets for student matinees

**Qualifications:**

- Experience in Arts/Non-Profit Administration, Teaching, and/or in Education is strongly preferred.
- Background in Theater/Performing Arts is strongly preferred
- Team player with strong problem-solving abilities and ability to work independently
- Strong communication and interpersonal skills
- Experience with email marketing software, particularly Emma, is a plus
- Demonstrated time management and organizational skills
- Acute attention to detail
- Flexibility, creativity, curiosity, positivity, and resourcefulness
- Strong knowledge of Microsoft Office and Google Suite.
- Ability to pass a background check that shows you are safe to work with children
- A love of theatre games is a huge plus!

**Working Conditions:**

- This is a part time, hourly position.
- Weekly schedule is roughly 10 hours a week (we will work with Education Assistant to determine what days/times work best. Work week will sometimes include Saturdays from October-November and January-March)
- A desk is provided with a computer and access to printers, a copier, a phone, and wifi enabled internet. Computer will have basic software necessary.
- Education Assistant can work from home when applicable
- The work environment is mainly the office area, which is temperature controlled and requires stair access.

**Physical Requirements:**

- Mobility: ability to sit, stand, climb stairs
- Ability to look at electronic screen for extended periods of time

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Job Type: Part-Time

Pay: \$14.50-\$15.00 per hour