

**Position: Raue Center School For The Arts Summer Camp OnStage – Teaching Assistant/Youth Coordinator (*Seeking Multiple TA's*)**  
**Hours: Monday – Thursday from 8 AM – 2 :30 PM**  
**Stipend: \$1300/Per TA**

Raue Center School For The Arts (RCSA) is excited to continue its summer education camp program and is looking for a for a skilled, self- motivated, lively, outgoing and great with kids (ages 7 – 13) Teaching Assistant/Youth Coordinator to join our team for the RCSA Summer Camp Production of *Frozen Jr.* Potential Teaching Assistant/Youth Coordinator should be a self-starter and an excellent collaborator with the creative team members.

### **Teaching Assistant/Youth Coordinator Responsibilities:**

The Teaching Assistant/Youth Coordinator will help provide support for the director, choreographer, music director, assistant stage manager, and stage manager in the running of our summer camp production of *Frozen Jr.* This position will be quite involved in assisting with the class portion of the camp, teaching alongside the other production team members, planning of “camp activities” along with helping in maintaining the organization and focus of up to 40 students max.

- Be part of the amazing team that will oversee the camp, and the student enrolled. Providing positive energy, attitude, and help where needed.
- Meet with director, music director, choreographer and other teaching assistants on a weekly basis with scheduling of in-class student coaching sessions and camp activities.
- Assist the Stage Manager and Assistant Stage Manager to set-up chairs, and tables, situate the piano, and adjust the physical layout of the classroom in preparation for that day's rehearsal.
- Lead and teach acting activities throughout the camp process. Scheduling and length of these activities will be coordinated with the rest of the camp team.
- Find fun and creative “camp” activities to implement during during the run of the camp.
- Attend production meetings.
- Help teach and mentor students from 7 to 13 years of age.
- Oversee and maintain the focus of a room full of students.
- Help organize and oversee the breaks and lunch time with the assistance of the other team members.
- Once production moves to Raue Center, Teaching Assistants will oversee the behavior, focus, and guidance of the students.
- Have a love for working with kids.
- Excellent communication and organizational skills.
- High energy and flexibility to tackle all different types of personalities and levels of experience in the performing arts.
- Theater and teaching experience a plus, but not necessarily required
- All production team members and designers will need to participate in strike, immediately following the final performance (Sunday, July 27<sup>th</sup>):

### **Important *Frozen Jr.* dates:**

- **Auditions & Callbacks:** Week of June 3, 2025 (*Days/Time to be finalized by production team*)
- **Camp Dates:** June 9th – July 27th, 2025

- **Camp Days:** Monday - Thursday
- **Camp Drop Off Times:** 8:30 AM – 9 AM
- **Camp Time:** 9 AM - 2:15 PM
- **Camp Pick-up Times:** 2:15 – 2:30 PM
- **Show Dates:** July 18, 25 @ 8 PM | July 19, 26 @ 2 PM & 7 PM | July 20, 27 @ 2 PM

Please email the following to: [rceaeducation@rauecenter.org](mailto:rceaeducation@rauecenter.org)

- Cover letter which should include why working with kids is important.
- Share with us what you can bring to the class and camp program.
- Professional resume which should include any work with youth or teaching.

Start date: *Is dependent on when first production meeting will be but could start as soon as May 2025*

*Please note that submission of your resume is a not a guarantee of employment, HOWEVER, we will keep your information on file for future productions.*