



Prescott Circus Theatre  
800 Pine Street, #10  
Oakland, CA 94607  
510-967-0355 (o) | 415-890-4358 (c) | [www.prescottcircus.org](http://www.prescottcircus.org)

### **After-School Class Assistant**

We are hiring motivated and inspiring individuals available in the afternoon hours with a passion for helping youth thrive through creative learning and self-expression. Class Assistants work with PCT's teaching artists to help with physical and enrichment activities as part of our after-school Circus Programs. Experience in a performing arts discipline is preferred but not required.

**Position(s):** After-School Class Assistant  
**Job Type:** Non-exempt, at will, seasonal, hourly employee  
**Compensation:** \$18 - \$21 / hour, depending on experience  
**Term:** 4- 9 months / seasonal. 6-15 hrs/week.  
**Hiring Timeline:** Hiring immediately. Positions open until filled.

### **About Prescott Circus Theatre**

Prescott Circus Theatre (PCT) is a 36 year old Oakland based performing arts and youth development organization. We provide safe environments for Oakland youth to develop the confidence and skills to thrive on stage, in school, and in life. This is accomplished through no-cost, in depth, school and community based programs in partnership with professional artists, public schools, and other local organizations. PCT prioritizes partnerships with public schools where 60% or more of students qualify for free or reduced lunch. Over 90% of our students are children of color. We are currently working with eight Oakland public schools, serving over 200 children, primarily in grades 3-5. [www.prescottcircus.org](http://www.prescottcircus.org)

### **About the Position Class Assistant Position**

Class Assistants (CA's) work with teaching artists to help with physical and enrichment activities as part of our After School Circus Programs. The CA will primarily work with elementary school students in grades 3 to 5 and provide assistance in leading games, warm-ups, and group activities for up to 25 students. CA's also participate in skill building and have opportunities to develop projects with students according to their interests and skills. Individuals hired for this position will need to be flexible, willing to take initiative, be punctual, and able to make a commitment to work throughout the entire school year.

### **Schedule**

- September – May and/or 1-semester programs, September – December and January – May
- 2-5 classes / week, afternoon hours. Three hour shifts (include class and prep). Staff meetings
- Occasional weekends

### **Responsibilities include but are not limited to:**

- Be in alignment with and integrate PCT's mission, vision, culture and practices throughout one's work
- Attend and arrive on time to each program day
- Supervise and ensure student safety at all times
- Assist with equipment set up and end of day clean up
- Maintain accurate attendance records and reporting procedures
- Assist students with homework and in-program academic activities

- Lead warm ups, games, and rehearsals
- Model good behavior and habits while encouraging positive social interactions
- Attend staff meetings and training sessions
- Communicate regularly with the teaching artists and admin staff to ensure consistency
- Participate and take responsibility for one's own skill learning in circus and theatre arts

### **Qualifications**

- Availability in the afternoons and, preferably, for the entire school year
- Strong classroom and behavioral management skills
- 1+ years' experience working with children ages 8+ in after school settings and independently leading physical activities with youth (games, sports, dance, etc.)
- Must maintain confidentiality and demonstrate a high degree of integrity
- Ability to communicate effectively and consistently with PCT staff, families, youth, and partners and in a timely manner through email, phone, and in person
- Multilingual, people of color and LGBTQ+ candidates are encouraged to apply

### **Additional preferred qualifications**

- General knowledge base of core elementary and middle school subjects
- Associate Degree OR 48 or more college units OR pass the Instructional Aide exam

### **How To Apply**

**Please send by email a resume and cover letter, subject line: Class Assistant, your name to**  
dhunt@prescottcircus.org

Or mail to Prescott Circus Theatre, 800 Pine St. #10, Oakland, CA 94607

Alternatively, candidates may complete an online application

[Click here to complete the online application](#)

**Questions? David Hunt: 415-890-4358 or [dhunt@prescottcircus.org](mailto:dhunt@prescottcircus.org)**

### **Upon Hire must be able to provide**

- Proof of eligibility to work in the U.S.
- Fingerprint clearance
- TB Test clearance and Immunizations
- First Aid and CPR certified (can complete or renew upon hire)

### **Equal Opportunity Employer**

Prescott Circus Theatre values a diverse workplace and is an equal opportunity employer. We strongly encourage applicants from women, BIPOC, LGBTQ+ individuals, people with disabilities, and members of ethnic minorities to apply. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws. We will consider employment for qualified applicants with arrest and conviction records excluding convictions involving minors.

We know that great candidates can bring skills to our students that we haven't thought of just yet, and who won't fit everything we've described above. If this is you, don't hesitate to apply. Tell us what unique contributions you can offer.