



## **Prescott Circus Theatre**

800 Pine St. #10 Oakland, CA 94601

510-967-0355 [www.prescottcircus.org](http://www.prescottcircus.org)

### **After-School Program Site Coordinator**

We are hiring experienced individuals available in the afternoon hours with a passion for helping youth thrive through creative learning and self-expression. The Coordinators play a direct service role working in partnership with teaching artists at select public schools to deliver a comprehensive circus and theater arts, skill based curriculum rooted in youth development and healing centered best practices.

<b>Position:</b>	Program Site Coordinator
<b>Job Type:</b>	Non-exempt, at will, seasonal, hourly employee
<b>Compensation:</b>	\$35 - \$45 / hr, direct services with children, DOE; \$25/hr, meetings and prep
<b>Term:</b>	4- 9 months / seasonal. 6-15 hrs/week.
<b>Hiring Timeline:</b>	Hiring immediately. Positions open until filled

### **About Prescott Circus Theatre**

Prescott Circus Theatre (PCT) is a 36 year old performing arts and youth development organization and one of the country's longest running social circus programs. 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**

Program Site Coordinator, in partnership with teaching artists, co-create safe and structured environments to support PCT teaching artists and students to flourish in a space of creativity and learning. The Coordinator will oversee and maintain the day-to-day logistics of the program and be the primary liaison to the host site's leadership personnel including school principal, teachers, and overall afterschool program director. The Liaison should have an interest and/or experience in arts education and a passion for helping youth to be their very best. Strong class management skills, teaching experience, and a background in the arts are highly preferred.

### **Schedule**

- September – May and/or 1-semester programs, September – December and January – May
- Two – four afternoons / week, three hour shifts. Staff meetings
- Occasional weekends

### **Responsibilities**

- Be in alignment with and integrate PCT's mission, vision, culture and practices throughout one's work
- Providing leadership with the Resident Artists at each class session
- Engage students as a class, in small groups, and individually through structured activities and facilitated practice sessions

- Take attendance, management enrollment, and family communications with support from the Managing Director
- Oversee student safety including arrival and dismissal procedures
- Manage family communications and engagement
- Manage facility use for program sessions and equipment storage
- Manage field trip preparation: permission slips, family communications, and attending some events
- Remain in ongoing communication with Resident Artist(s) and Managing Director
- Attend staff meetings and training sessions
- Assist with occasional weekend events.

### **Qualifications**

- 2+ years' experience teaching youth in out-of-school time settings - including the ability to engage students and teach in less-structured environments
- Demonstrated experience and success working in multicultural settings, culturally responsive management and teaching rooted in equity
- Ability to communicate effectively and consistently with PCT staff, families, youth, and partners and in a timely manner through email, phone, and in person
- Ability to create lesson and assist with program plans for 2-8 month residency programs is a plus
- Multilingual, people of color and LGBTQ+ candidates are encouraged to apply

### **How To Apply**

Please send by email a resume and cover letter, subject line: Site Coordinator, your name to [dhunt@prescottcircus.org](mailto:dhunt@prescottcircus.org)

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

**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.