



Prescott Circus Theatre

800 Pine St. #10 Oakland, California 94607

Phone: 510-967-0355 E-Mail: info@prescottcircus.org Web: prescottcircus.org

2023 Summer Teaching / Class Assistant

PCT is hiring motivated and inspiring individuals ages 18 - 21 who are available this summer with a passion for helping youth thrive through creative learning and self-expression. Teaching Assistants work with PCT's teaching artists to help with circus, theater, and academic enrichment activities in our 2023 Summer Circus and Academic Program, May 30- July 19. Experience in a performing arts discipline is preferred but not required.

Position(s):	Summer Program Assistant
Job Type:	Non-exempt, at will, seasonal, hourly employee
Compensation:	\$18 - \$20 / hour
Term:	May 30 - July 19, 30 - 40 hours/week
Hiring Timeline:	Hiring immediately. Positions open until filled.

About Prescott Circus Theatre

Prescott Circus Theatre (PCT) is a 37 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

About the Position Teaching Assistant Position

Assistants (CA's) work with teaching artists and teachers to support student success and day to day logistics. Assistants will primarily work with elementary and middle school students with diverse abilities and from diverse backgrounds in grades 3 to 10 and provide assistance in leading games, warm-ups, and group activities for up to 25 students. Assistants 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 for the entire length of the program including set up days and post-program meetings.

Schedule

May 30 - June 3, Set up and all staff retreat. 9:00am - 3:00pm

June 5 - July 14, 8:30am - 3:30pm - Summer program

(full day, morning, or afternoon shifts)

July 17 - 19, Clean up and reflection days

Essential Job Functions/ 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
- Oversee student daily sign in and sign out
- Assist students with academic activities
- Lead daily warm ups and games
- 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
- Set one's own performance and skill goals in collaboration with mentoring artists

Qualifications (Experience)

- Availability for the program dates and hours
- 1+ years' experience working with children ages 8+ in after school settings
- Ability to facilitate games and other activities with groups of children OR a strong willingness to learn
- Strong classroom and behavioral redirecting skills
- 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
- Experience in a performing art form is a plus (dance, acting, etc.)
- Multilingual, BIPOC, and LGBTQ+ candidates are encouraged to apply

How To Apply

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

Or send your resume and cover letter, subject line: Summer 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

Questions? David Hunt: 415-890-4358 or 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.