



## Next Act Theatre – Next Actors Assistant Teacher

### Qualifications:

- Excellent verbal and written communication skills
- Organizational skills: must have the ability to handle multiple and overlapping tasks
- Interpersonal skills: must enjoy meeting people and establishing professional relationships
- Experience in the field, esp. instructing high school students
- Four year college degree is preferred, esp. in theatre arts

**Primary function:** to assist the Lead Teacher in all classroom programming

### Specific duties:

- Use your expertise to help students craft their 40-minute production
- Assist in the rehearsal hall all hours while Next Actors is in session (9:00AM – 2:00PM)
- Engage the students in learning the skills they will need to perform the show they create
- Negotiate with Lead Teacher how much hands-on skill teaching you would like to handle in the rehearsal room, clearly communicate about the lesson plans you would like to create (if any) and how much time you will need to implement them
- When not actively teaching, stand by as assistant and observe class behavior, minimize risk of accidents or injuries, implement early intervention when necessary
- If disciplinary action is needed, discuss with the Lead Teacher the best methods to meet student(s) where they are: Provide support to Lead Teacher and the class as a whole to ensure that discipline is imposed equitably and fairly
- Attend daily debrief sessions (after class) with Lead Teacher to discuss any in-class issues, as well as the plan for the next day
- Fill in for the Lead Teacher in the rehearsal room if Lead Teacher must attend to an unplanned emergency

### Schedule and payment:

- Next Actors: Summer Theatre for Teens, 2020 meets for 4 weeks, week days, 9:00AM – 2:00PM from June 15 to July 10. Priority will be given to applicants with the most availability. The Assistant Teacher is invited but **not obligated** to attend any of the performances: The tour performances take place the week of July 13 – July 17, the final benefit performance takes place Saturday, July 18, 4:30pm. The Assistant Teacher will be given 2 complimentary tickets to the final benefit performance.
- Payment is \$450 per week (for 4 weeks of instruction)

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### Send Resume and Cover Letter to:

Grace DeWolff, Education Manager, Next Act Theatre, PO Box 394, Milwaukee, WI 53201  
or  
grace@nextact.org