

**Job Title:**

Teaching Artists Assistant

Reports To

The Teaching Artist Assistant will report to the Director of Education or the Director of Outreach and the Lead Teacher.

Employment Status

Part-time, contracted

Job Overview

South Bend Civic Theatre is searching for teaching artist assistants with a background in theatre, acting, and youth education. Their duties include following lessons prepared by the lead teacher that target specific skills and concepts, assist in managing classroom behavior to keep all students engaged in the activities, and providing individual support and feedback for the students. Candidate also works with children and will be required to pass a background check.

Responsibilities and Duties

- Create a safe and supportive atmosphere for youth to explore, grow, and create.
- Demonstrate strong oral and written communication skills as well as strong interpersonal skills.
- Follow lesson plans and instructions given by the lead teacher.
- Handle multiple tasks simultaneously.

Qualifications

- Experience with youth instruction and the ability to maintain a positive demeanor while working with children and peers.
- Ability to supervise groups of children of different ages and backgrounds.
- Basic knowledge of Google Drive.
- Since some teaching opportunities through our Outreach department are offsite, candidates should have access to consistent and reliable transportation.

If interested, this opportunity may lead to more creative, leadership, and teaching opportunities as the need arises.

Please submit your cover letter/letter of interest, and resume to joshn@sbct.org

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