



**OUR MISSION:** Our mission is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

**OUR VISION:** Our students will excel academically through a challenging, sequenced curriculum that emphasizes math, science, and literacy. We will be a data driven institution, focusing on individual students. Our students, teachers, parents, staff, and leaders will be held accountable for the success of our school. Finally, we recognize that an education is incomplete without fostering the arts, sports, nature, and character.

## **JOB TITLE: PERFORMING ARTS ASSISTANT**

**REPORTS TO:** Music Teacher & Elementary Assistant Principal

### **POSITION SUMMARY**

Responsible for creating a positive and nurturing atmosphere to foster risk-taking in young actors while providing assistance to the performing arts program

### **SCHEDULE**

- Part-time (.75 FTE – can be negotiated)
- Monday – Friday, 6 hours per day
- 170 work days per school year

### **TYPICAL RESPONSIBILITIES**

- Perform general stage duties which consist of lighting, sound, stage construction, painting, props, costumes, collaborative design for rehearsals and performances
- Block, teach music or choreograph pieces as assigned
- Provide administrative/clerical support for Music and Theatre Department programming
- Assist with the construction, acquisition and maintenance of stage scenery and properties
- Assist set up of lighting equipment, set-up of microphones and speakers, scene painting, repairing and scenery
- Assist in preparing and organizing costumes and other materials needed for performances
- Program cues and operate sound and/or light boards as assigned
- Mentor students as assigned
- Operate a variety of hand and power tools and technical equipment used in the theater productions; observe safety precautions and regulations
- Perform clerical tasks as assigned including duplicating materials, filing, typing and maintaining assigned records; reproduce, distribute and maintain music materials; prepare music packets for students
- Maintain records and inventories
- Coordinate parent volunteers for performances and rehearsals including set building, painting, prop making etc.
- Assist with sound, lighting and other areas of stage production
- Provide set-up and stacking of chairs and music stands in instructional space
- Provide administrative or artistic support to the Music Director

- Perform administrative duties, such as scheduling appointments, answering email and office duties
- Operate a variety of office, classroom and performing equipment including a copier, computer microphones, and speakers
- Manage student Thespian Troupe. Tasks include facilitation of all meetings, coordination of registration for ThesCon conference, induction, activities and orders
- Coordinate all stage production needs
- Communicate regularly with parents regarding progress and expectations of students/performers

### **OTHER OPPORTUNITIES**

- Teaching 1-2 electives per trimester
- After school musicals, shows, choirs, plays, etc

### **SKILL REQUIREMENTS**

- Verbal and written communication skills in English
- Ability to read and comprehend written/graphic and oral instructions
- Physical ability to perform assigned duties
- Basic music or appreciation or music practices and procedures
- Interpersonal skills using tact, patience and courtesy
- General concepts of classroom procedures, safe practices, appropriate student conduct and child behavior characteristics
- Basic record-keeping and filing techniques

### **GENERAL EXPECTATIONS**

- Openness to learning new skills in music and theatre at a basic level
- Flexibility
- Work effectively and cooperatively with supervisors and co-workers
- Maintain a positive demeanor at all times including, but not limited to, use of appropriate language
- Work independently with little direction or close supervision
- Maintain confidentiality about students in accordance with school and district guidelines.
- Effectively communicate with the Ben Franklin Academy staff, school community and the public at large
- Meet attendance standards and work the hours necessary to perform the essential functions of the job
- Demonstrates an openness to suggestions for improving performance.
- Establish and maintain effective working relationships with others
- Explain work assignments to students
- Train and provide work direction to others
- Observe all Ben Franklin Academy policies and procedures

### **ESSENTIAL ENVIRONMENTAL & PHYSICAL DEMANDS**

- Use of tools such as drill, hammer and nail gun
- Frequent lifting, carrying, pushing or pulling objects up to twenty-five (25) pounds
- Occasional lifting, fifty (50) pounds
- Constant standing, walking
- Frequent squatting, reaching, stooping
- Sitting or standing for extended periods of time

### **EDUCATION and/or REQUIRED EXPERIENCE**

High school graduate or equivalent  
Should be commensurate with duties listed above.

### **SUPERVISORY DUTIES**

None

## **COMPENSATION**

- Dependent on experience
- Nonexempt salary starting at \$25,000
- Position is part time and not eligible for health benefits
- Paid Sick Time available on accrual basis

**POSTING CLOSING DATE:** Open until position filled

For more information, please visit <http://www.bfacademy.org/careers/>

*Ben Franklin Academy is committed to compliance with all applicable equal employment opportunity laws, prohibiting discrimination on the basis of race, color, religion, ancestry, national origin, sex, marital status, disability, or age.*

*This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination, and benefits.*

*Ben Franklin Academy is a drug-free workplace.*