



Job Posting

Job Title: Education Assistant (Part Time, As Needed, Hybrid)

Department: Education

Reports to: Education Manager

About the Company: Pasadena Playhouse is one of the top regional theaters in the country and the State Theater of California. Under the leadership of Producing Artistic Director Danny Feldman, it presents a full season of artistically innovative productions and engaging educational outreach activities to nearly 150,000 Southern California residents annually in two spaces: the 643-seat mainstage theater and the 99-seat flexible Carrie Hamilton Theater. By focusing on the creation of great productions, the expansion of educational and outreach programs, the development of new plays, and the creation of innovative programs to build community, The Playhouse is well positioned to boldly lead for continued growth and leadership.

About The Position: Pasadena Playhouse, California's state theater, seeks a dynamic individual to support the launch of a full slate of new Playhouse programs for youth and families.

Reporting to the Education Manager, the Education Assistant will assist teaching artists in class, provide administrative support for classes and camps, manage set up and clean up for classes and camps, be the main point of contact for parents, support student matinees on site and through teacher communication, provide production assistance and front of house support for family shows and other duties as assigned.

We believe that representation matters both on the stage and behind the scenes, and seek employees who feel the same. We also know that creative people often come with non-traditional resumes and experience; if you believe you'd be a great fit here, please don't count yourself out—we want to hear from you! Read more below on how to apply.

Areas of Accountability:

- After school program for grades 2 – 7 (January 31 – May 23, 2024; Tuesdays and Thursdays; 3 – 5:30 PM). This program consists of rehearsing and performing a 45 minute musical from the MTI Kids catalog.
 - Assist the Teaching Artist during after school classes by assistant directing/stage managing the show, helping students warm up, playing games, preparing snacks, managing bathroom breaks, and other duties as assigned by the Teaching Artist (in person).
 - Manage the smooth operations of the after school program including running check-in and check out, conversing with parents, setting up and cleaning up the space (in person).
 - Handle administrative tasks related to the class, including parent communication and coordination with Pasadena Playhouse Marketing and Production staff members to ensure a smooth class and performance (remote).

- Production assistance for family productions (as needed December 7 – 23, 2023, January 16 – February 2 and April 9 – 26, 2024; in person)
 - Providing hospitality to community groups backstage before and during our Holiday show.
 - Other duties may include assisting during rehearsals, running errands, working on lines with actors, taking notes, and more.
- Front of house support for family productions (February 3 – March 3 and April 27 – June 2, 2024; Saturdays and Sundays; 9 AM – 1PM; in person)
 - Greet families and address onsite patron concerns, questions, and problems.
 - Assist in setup and clean up of the space.
 - Sell merchandise and give out signed posters.
 - Assist with cast meet and greets after the show.
 - Other pre- and post-show duties as assigned.
- Student matinee program for grades TK-3rd (February 6 – 29, 2024; Tuesdays, Wednesdays and Thursdays; 9 AM – 1 PM).
 - Support the Playhouse team in a successful student matinee program for Pasadena Unified students in TK – 3rd grade.
 - Help prepare space for students (in person).
 - Greet students and teachers on buses with enthusiasm, getting them ready to see a show and walking them into the theater in an orderly fashion (in person).
 - Assist in communication with teachers and school administrators (remote).
- Playhouse Teen Alliance: workforce development program (meets monthly on weekday evenings between 6 and 8 PM)
 - Assist with monthly gatherings for the PTA including sourcing food and drinks for gatherings, assuring students get their tickets to the show, setting up for speakers, cleaning up after gatherings (in person).
- Summer Camp (exact dates TBD in June and/or July 2024, 8:30 AM – 4 PM)
 - Serve as main contact for student participants and their parents through regular email and phone communication (remote)
 - Manage registration forms and enrollment (remote)
 - Manage the operations of the camp including running check-in and check out, conversing with parents, setting up and cleaning up the space (in person).
 - Assist Camp Director in ensuring the program runs smoothly.
- Play a critical role in building a world-class education program to inspire the next generation of theater lovers.
- Other duties as assigned.

Essential Skills

- Strong administrative skills including facility with G-Suite and email.
- Welcoming manner conversing with parents and children, assuring that all families have a good experience.
- Have experience working in children's theater classes and camps.
- Demonstrate strong classroom management skills.
- Have excellent collaborative skills and thrive in a group work setting.
- Possess strong time-management skills; be punctual and reliable.
- Outstanding work ethic and a willingness to adapt and change.
- A commitment to inclusion, diversity, equity, and access (IDEA), anti-racism, and ongoing IDEA education.

Other Information: This is a part-time, as needed, hybrid position with regular in-person components in Pasadena starting December 2023.

Working Conditions: There are no major sources of discomfort, and the Playhouse is a standard office environment with regular exposure to video terminal displays. The noise level in the work environment is usually quiet. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Perform other duties as assigned. Employees are occasionally required to lift or move up to 25 pounds.

Compensation: \$23/hr, 5 – 40 hours a week.

How To Apply: Please email cover letter and resume to Arie Levine, Education Manager (education@pasadenaplayhouse.org). No phone calls, please.

We work to maintain a positive environment for our employees, where people can learn, grow and thrive with the company. We strive to provide a collaborative, creative, transparent workplace where each person feels encouraged to contribute to our processes, decisions, planning and culture.

The Pasadena Playhouse is an Equal Opportunity Employer.