



Lead Teaching Artist – Spring Session

Job Title: Lead Teaching Artist – Spring Session

Department: Education

Reports To: Director of Education

Responsibilities

- Oversee Drop Off & Pick Up Check In/Out for all classes on Saturday mornings
- Ensure all students are picked up by the correct guardian on Saturday mornings
- Oversee Check In for all evening classes for adults Monday – Wednesday
- Prepare & reset all classrooms with needed materials
- Prepare TTAP classroom with needed materials
- Act as a “float” for all Saturday classes, as needed
- Communicate needs & emergencies to Director of Education
- Attend and assist with additional in-house programming & outreach events

Qualifications

- Must have an interest in theatre and/or theatre education
- Must be able to effectively communicate with parents, students, and teaching artists
- Must have the cultural and social competency to work with individuals from diverse backgrounds and those that may be differently abled
- Must be able to work independently with minimal supervision
- Must value promptness, communication, and have a positive attitude
- Must be able to uphold HFTA policies & procedures
- Must be able to act with discretion

Contract Dates & Schedule Outline

March 20, 2023 – May 13, 2023

Mondays: 4:00 – 7:00pm

Tuesdays: 4:00 – 7:00pm

Wednesdays: 4:00 – 7:00pm

Saturdays: 8:30am – 1:30pm

*Times may be adjusted due to enrollments / off-site event changes

*Additional dates as assigned

Stipend & Payment Schedule

\$2,500 Total

\$1,250 paid on April 14, 2023 | \$1,250 paid on May 19, 2023