



TITLE: Education Assistant	Part Time: \$10/hour
REPORTS TO: Education Manager	HIRE DATE: ASAP
SUPERVISES: Non-supervisory	

SUMMARY DESCRIPTION: Education Assistant provides administrative support to the Education Department.

PRIMARY RESPONSIBILITIES:

- Uses database software to produce class rosters and contact lists
- Assists parents with online registration
- Updates the database with customer record and registration information with scrupulous accuracy and efficiency
- Assists with maintaining schedules and calendars of all educational programming
- Assists with student check-in and attendance for educational programs
- Assists with Teaching Artist paperwork including timesheets, schedules, and communications
- Ensures accurate recording of students' enrollment, payments, paperwork, and communications
- Ensures proper waivers and releases have been signed and documented
- Corresponds with guest artists, parents, teaching artists, staff and administrators
- Maintains database of current and alumni students
- Assist with coordinating education department events
- Assists the Education Manager with administrative duties, phone traffic, research, and communications.
- Resolves customer service issues
- Acts as a Teaching Artist and Magik Ambassador when needed.
- Administers first aid as needed in accordance with set procedures
- Assists in evaluation of existing programs and logistics on an ongoing basis and develops methods to improve program and service delivery
- Ensures program staff have safe and appropriate equipment and supplies
- All other duties as assigned.

REQUIRED:

- The ideal candidate will have a background in administrative or customer support and will be proficient in Microsoft Office. Familiarity with database systems (Blackbaud's Altru) and an interest and/or background in theatre arts education a plus.
- This position will work evenings and Saturday mornings.

TO APPLY: Please send your resume and a cover letter with three references to info@magiktheatre.org.