

Musical Mondays Program Assistant

The position runs on Monday afternoons, 2-5 PM, with the occasional opportunity to stay later for a show or extra prep time. The schedule would run as follows:

- 2-2:30, Set up snack time (purchase pizza and beverage and have them ready)
- 2:30-3, Greet students as they arrive, answering parent questions as needed;
- 3-3:15, Oversee snack time and maintain safety at all times (CPR certification required);
- 3:15-3:30, Lead theater games, planned and shared by the Artistic Director each week;
- 3:30-4, Work with accompanist and assist with leading warm-ups and music rehearsal;
- 4-4:30, After Artistic Director arrives and takes the lead with children, clean up from
- snacks, including washing, drying and putting away dishes;
- 4:30-5: Follow along with run-throughs and rehearse transitions, costume changes, prop distribution.

Other position requirements:

- Valid driver's license and vehicle (for procuring snack supplies);
- Stage manager and materials coordinator as needed during the show;
- Musical and emotional support for children as needed.

This a 3-4 hour per week paid position.