

TITLE: Acting Academy Instructor, School of the Performing Arts at Proctors

REPORTS TO: School Programs Director

JOB SUMMARY:

Proctors is the Capital District's leading regional arts organization with performing arts venues in Albany, Schenectady and Saratoga, and education, civic engagement and economic development initiatives throughout the region. The School of the Performing Arts is the education wing of the organization, offering a robust series of training programs, classes and engagement programs in each venue, in schools and throughout the community.

Proctors seeks an Acting Academy Instructor to develop an after school youth theatre training program for middle school youth in local school districts. This may include, but is not limited to delivery of one-two shows per year while providing training and instruction in various theatre techniques: acting, vocal technique and choreography/ movement. He/she fosters an atmosphere of fun and learning where the concept of teamwork, fair play can flourish and serves as a role model to youth, encouraging in their efforts and teaching about new career opportunities along the way. The Acting Academy Instructor has overall accountability for the delivery, quality and success of the program and its students.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Establishes a combination of program activities to provide performing arts instruction
- Organizes special and culminating events, including showcases that highlight student achievement
- Responsible for the development and implementation of innovative and age appropriate curriculum, enrichment activities, and theme based projects taking into consideration the youth needs and abilities
- Accountable for ensuring an emotionally and physically safe environment for youth that meets all compliance and safety requirements set forth by the organization
- Creates and distributes schedule of all activities and ensures appropriate record keeping and reporting of all youth attendance
- Ensures youth and their families are properly informed and prepared for all special events
- Promotes positive character development in all youth.
- Responsible for some recruitment support for program This may include school meetings, enrollment presentations and direct communications at each middle school, e-mailing, posting announcements, encouraging youth, answering questions and other strategies to motivate youth to enroll and continue participation on a consistent basis

- Responsible for any youth enrollment paperwork, including emergency contact forms
- Cultivates and forges positive relations with Principal, Assistant Principals, school district administrators as needed and in collaboration with School Programs Director
- Keeps School Programs Director informed of pertinent site information, including any challenges in fulfilling responsibilities
- Tracks and cares for all equipment and supplies purchased for program
- Able to work collaboratively with Technical Instructor in delivering technical theatre facets of program

Qualifications:

- Minimum 2 years experience in performing arts and working with youth required
- Prior work experience in urban education, including supervisory experience, preferred
- Teaching and after school management experience preferred.
- Experience working with diverse populations
- Passion for Proctors School of the Performing Arts mission and youth development
- Reliable, organized and punctual
- Knowledge of arts programming
- Strong leader and team-builder
- Ability to resolve conflicts and negotiate solutions
- Ability to establish and maintain effective working relationships with program staff and school partners
- Excellent communication (oral and written) and interpersonal skills with proven ability to interact with a diverse range of individuals both in person and over the phone, applying tact and discretion as situations demand
- Must have excellent organizational, time management and follow-up skills
- Responsible and professional conduct that serves as role model to staff and youth
- Ability to set priorities and meet deadlines

Part Time position, no benefits, from November to June annually, after school hours

Deadline for application October 20.

Start date November 10, 2017.

Submit resume, cover letter and two references to hr@proctors.org.

No phone calls, please.