



## Part Time Theatre Assistant

**Title:** Part Time Theatre Assistant

**Department:** Theatre

**Reports to:** Director of Theatre and Education [Reba Short, (207) 828-1234 ext. 247]

Reporting to the Theatre & Education Director, the Part Time Theatre Assistant's primary responsibilities are supervising young actors during the production run of the main stage plays, and maintaining a safe and welcoming theatre for visitors and audience.

**Responsibilities include:**

- Supervise young actors at all times
- Ensure performances begin on time and according to schedule
- Facilitate theatre games and supervise actors between shows as they eat their lunch
- Run technical elements of show as needed
- Maintain "front of house table" with programs (60 per show) and other supplies
- Create a positive and welcoming environment for visitors and audience members
- Answer questions about programming and way-finding at the museum & theatre
- Other duties identified by supervisor

**Qualifications:**

- Ability to work independently
- Polite and professional attitude
- Flexible and helpful manner
- Ability to seek and accept supervision and guidance
- Enjoys working with children of all ages and their adult caregivers
- Problem-solving and multi-tasking skills
- College degree in field related to theatre or theatre in education preferred

**Hours:** Generally 8-16 hours per week, during production weeks of main stage shows, 10 to 15 weeks per year.

**To Apply:**

Submit cover letter, resume, and Children's Museum & Theatre of Maine employment application (found on [www.kitetails.org](http://www.kitetails.org)) to Reba Short, Director of Theatre & Education, 142 Free Street, Portland, ME, 04101 (or via email at [hire@kitetails.org](mailto:hire@kitetails.org))

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