



Our mission is to celebrate the complexities of the human experience.
We envision a world awakened by the wonder of theatre.

Teaching Support Staff

OUR VALUES

Belonging: Portland Playhouse works to be radically inclusive onstage and offstage. We serve together. We rise together. We lead with kindness.

Gratitude: We are here by the grace and generosity of our community. We honor, join with, and are guided by those who came before us as well as current and future generations.

Courage: We challenge the status quo; we take risks. We listen and learn with an openness to change.

JOB TITLE: Teaching Support and Paraeducator Staff

REPORTS TO: Summer Camp Director

WAGE: \$22/hour

SCHEDULE: 20-25 hours/week

TIMELINE: June 24th - August 2nd, 2024

- June 24th-28th, 2024: Staff Training Week @ Portland Playhouse - 12:00-4:00 PM - 20 hours
- July 1st-August 1st, 2024 (Monday-Friday): Camp Weeks @ James John Elementary - 12:30-5:30 PM - 20 hours/week* as PPH Staff
**excluding July 4th and 5th*
- August 2nd, 2024: Debrief @ Portland Playhouse - 12:00-4:00 PM - 4 hours

OVERVIEW:

- Work with outgoing Kindergarteners-5th graders making plays, playing music, doing crafts, and supervising free play and recreation.
- Provide support to Lead Teaching Artists and students with disabilities and individual learning plans.
- Lead creative games and activities, bring stories to life, and foster the Social and Emotional learning of campers.
- Be part of an award winning Theatre Company, and work alongside professional actors and theatre-makers from Portland Playhouse.

JOB SUMMARY:

Portland Playhouse is partnering with Portland Public Schools to operate a 5-week-long after-school program for students enrolled in PPS' Summer Acceleration Academy at James John Elementary School. Teaching Support Staff members will act as assistants and Paraeducators, providing support and classroom-management assistance to Lead Teaching Artists while helping to guide activities for class groups of 12-20. All Support Staff are overseen by a Camp Director, who will also assist in behavior management. A deep cup of patience is a must and a true desire to play, create fun stories, and lead kids through their first encounter with theatre-making is essential. PPS' summer programming theme is **Create * Learn * Play!**

TASKS:

- Lead theatre games and exercises, and devise student-led storytelling.
- Provide one-on-one support and attention to students who may be struggling.
- Provide an inclusive and safe environment for all students.
- Lead classroom management and conflict resolution among campers.

REQUIREMENTS:

- Ability to pass fingerprint background check, must be completed before the first day of camp.
- Education and/or experience working with children, ages 5-12 years old.
- Bilingual abilities appreciated.
- Ability to work comfortably, tactfully, and courteously with children, parents, and other staff.
- High levels of enthusiasm, energy, and compassion.
- Strong communication skills.

IMPORTANT DATES AND TIMES:

- June 24th-28th: All Staff Orientation & Training Week - 12:00-4:00 PM
Held at Portland Playhouse (REQUIRED)
- July 1st: First day of Camp
- August 1st: Last day of Camp
- August 2nd: 2 hour debrief and social gathering to follow - 12:00-4:00 PM

COVID-19 CONSIDERATIONS:

- We are following the most current OHA and CDC guidelines.
- We will be following PPS's current (as of the last day of school) covid safety protocols.

HIRING PROCESS:

- Rolling interviews beginning May 20th, 2024
- First round interviews to occur via Zoom

- Second round interviews will occur in person at Portland Playhouse

EQUITY STATEMENT:

Portland Playhouse greatly values inclusion and workplace diversity. We strongly encourage people with diverse backgrounds, particularly from communities of color and historically underrepresented groups, whose professional and personal experiences advance our vision to apply. We support equal employment opportunities for all classes of individuals, regardless of age, race, color, national origin, citizenship status, disability, religious creed, sex, gender identity or expression, sexual orientation, marital status, economic status, or veteran status. We are an equal opportunity employer.

APPLICATION INSTRUCTIONS:

To apply, email a single pdf of your resume and cover letter to work@portlandplayhouse.org. In the subject line include the name of the position for which you are applying, and reference where you heard about this position.