



**Quality Assurance Mission Statement:** Through a Total Quality Concept, provide everyone who works, visits or participates in our facilities, parks and programs with a safe, enjoyable and fulfilling experience.

## RECREATION LEADER – JUNIOR THEATRE PROGRAM

**DEADLINE FOR APPLYING:** Open until filled.

**APPLY ONLINE:** at <https://www.governmentjobs.com/careers/norfun/>. Current employees can submit an Employee Job Interest Form, located on the Galaxy Staff Portal under Human Resources, or contact the HR office.

The NOR JT program focuses on building foundational theatre skills. Whether a child is stepping on stage for the first time or looking to grow their performance experience, our junior theatre program provides age-appropriate instruction led by passionate theatre professionals. Through engaging rehearsals and live productions, students explore acting, singing, movement, and storytelling in a supportive and encouraging learning environment. Above all, NOR Junior Theatre is about having fun, using your imagination, and creating lasting memories while building confidence that extends far beyond the stage. At NOR Junior Theatre, every child has a voice, every story matters, and every performance is a chance to step into the spotlight. Currently, the program offers three productions per year. The Recreation Leader supports and assists with the program while working under direct supervision, assisting with or leading during assigned productions. Rehearsals are on weekdays and performances are held on the weekends.

**SALARY RANGE:** \$16.90 - \$17.90 per hour, dependent upon area of responsibility assigned (director, choreographer, vocals, or stage setting)

**HOURS/ASSIGNMENT:** Currently seeking individuals experienced in theatre productions to fill-in/substitute when needed.

**QUALIFICATIONS:** A combination of training and experience that provides the required knowledge, skills, and abilities to successfully perform the essential functions of this position. Generally obtained by having previous related experience through participation and/or working in theatre; working with the public; and some leadership experience. Must be able to accommodate the work schedule; interact courteously with others; communicate effectively; understand and follow written and/or oral instructions; work with large or small groups; and work with minimal supervision. Must also be able to relate to other people beyond giving and receiving instructions; can get along with co-workers or peers without exhibiting behavioral extremes; perform work activities requiring negotiating, instructing, supervising, persuading or speaking with others; and respond appropriately to feedback from a supervisor.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** May be assigned to work in any of the following work environments: office, classroom, warehouse, gymnasium, various sports courts/fields. Facility and/or activity set-up, take-down, and clean-up. Some lifting may be required. Regularly interacts and communicates with participants, co-workers, supervisors, and the public. The qualification requirements listed above are representative of the knowledge, skill, and/or ability required to perform the essential functions of the job. Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**CONDITIONS OF EMPLOYMENT:** An offer of employment will be contingent upon passing the following:

- A background investigation will be conducted to include fingerprinting.
- Must submit verification of your identity and citizenship or legal right to work in the United States.
- A valid Work Permit is required if under 18 years of age and not a high school graduate.

**JOB DUTIES AND RESPONSIBILITIES:** May assist in overseeing participants; assists in or leads within the junior theatre program; direct children and collaborate with others; set up, take down, and clean-up for activities within the program; customer service: greet and assist customers; basic math skills, cash handling and recordkeeping; report accidents and unsafe conditions as they occur and assist in eliminating unsafe conditions; must complete and maintain required employee training; and perform related duties as assigned.

**DISTRICT EXPECTATIONS OF THIS POSITION / QUALITY ASSURANCE:** Consistently reports to work on time prepared to perform job duties; prioritizes and performs duties as workload necessitates; communicates regularly with supervisors about program issues; provides outstanding customer service; maintains respectful attitude; interact with customers and co-workers in a positive and courteous manner; and is responsible for the efficient and effective delivery of services.

**EQUAL OPPORTUNITY EMPLOYER**