



## LOCAL TEACHING ASSISTANT Job Description

### PROGRAM DATES: Monday, July 29 – Friday, August 2, 2019

- Setup/rehearsals on Sunday, July 28 10:00am-6:00pm
- Program session calls are daily 8:15am – 5:15pm Monday-Friday
- “Opening Night” performance– Friday 4:00pm – 6:00pm w/cast party following
- This does not include meetings after 5:15pm as the Director/Producer deem necessary.

### JOB DESCRIPTION:

- Signing-in cast members at the beginning of each day and signing-out cast members at the end of each day to the person designated to pick them up.
- Attending assigned group dance rehearsals and combined staging/musical rehearsals and workshops, assisting cast members as necessary and directed by NSB staff.
- Working with one group of cast members to create a Box Office Preview or Mixed Up Musical. (tbd at rehearsal)
- Monitoring time and keeping the program on schedule, alerting instructors 10 minutes before the end of each session.
- Moving cast members to and from rehearsal locations, lunch and snack breaks.
- Assisting with the setup at PPAC at the beginning of the week and with the breakdown of the space at the end of the week.
- Preparing swag bags and other materials for cast members.
- Remaining at the end of each day to assist with clean-up and preparation for the next day’s activities.
- Adhering to the dress code set forth by the producer.
- Encouraging cast members to perform to the best of their ability, ensuring that all cast members in the assigned team are present and accounted for, reminding them of appropriate behavior as required, and monitoring participants during lunch, breaks, and between rehearsals and workshops.
- Must be at least a rising sophomore in college or 19 years of age to apply.
- Local Assistants will receive a \$250 stipend for the week.
- If interested, please send a cover letter, resume and letter of recommendation to Megan Rindoks at [mrindoks@dpcnc.com](mailto:mrindoks@dpcnc.com) no later than June 21, 2019.