**Job Description for DCPA Education and Community Engagement**

**Classroom Assistants Summer 2021**

The mission of the DCPA is to engage and inspire through the transformative power of live theatre. We offer on-site classes, in school programming, live theatre experiences and community engagement and connections rooted in process and artistry throughout the year, engaging nearly 150,000 students and community members ages PreK to adult. DCPA Education and Community Engagement maintains that the vocabulary and protocols authentic to the discipline of theatre are core to all of our programming, collaboration, facilitation, and engagement.

The Robert and Judi Newman Summer Series runs for eight –ten weeks and offers one-week and two-week programs for students from PreK to High School.

**We are planning to host in -person summer classes this year. We, of course, will align all decisions with public health orders and best practices for students as we make final determinations for the summer classes this upcoming spring. We will adhere to strict COVID protocols in partnership with the City. We will offer a full complement of classes pursuing both options – in person and virtual. We are considering offering classes outside in the arts complex.**

We are considering applicants for this vital support staff that make our summer programming vibrant, energized, and professional.

The Monday-Friday summer workday is structured around the hours of 8:30 am – 5 pm. On each Monday, there is an all staff meeting from 7:45 – 8:30 am. Classroom Assistants balance their workday between pre/post class duties and providing active support to classroom teachers and guest artists, working up to 35 -40 hours per week. Classroom Assistants actively participate within all class activities/events and facilitate student engagement and success. With duties, breaks, and locations pre-assigned, Classroom Assistants are asked to maintain their roles of part-ambassador, part role model, by being on time, at the ready, and eager to help.

The position is one of responsibility, social maturity, and kindness. While making friends and building bonds is a bonus of the position, applicants should understand that the position is not intended to be a casual summer job of low energy and limited responsibility. The position hopes to inspire the next generation of performing arts Teaching Artists through active and engaging responsibilities.

Classroom Assistants are provided all necessary training and materials as part of employment. Summer 2021 training dates are to be determined.

This position will also include the **TEACHING ARTIST LAB**: DCPA Education is excited to offer a Teaching Artist training opportunity to college and university level Classroom Assistants during the eight weeks of summer programming.

The university-level lab sessions will introduce and enhance best practices in curriculum design, classroom management, time management, and communication styles. Incorporating activities, readings, and journaling, the lab builds upon the daily work of camp classes thereby affording practice and reflection. The lab provides an authentic application of Teaching Artistry through the design and facilitation of content for our after-camp Encore program. Participating lab Classroom Assistants work directly with the DCPA Director of Education and Curriculum Management to develop engaging content and learn from DCPA Education Teaching Artists the best practices within the diversity of DCPA Education programming.

**There is one weekly evening session (5:30 – 7:00 pm) in addition to the daily hours.**

**Community Engagement**

In partnership with our Community Engagement team, there will be weekly and weekend hours and opportunities in conjunction with our work and presence in the community including town halls, community conversations, conference attendance and events. We are currently working in conjunction with several community partners to collaborate on spring and summer events and programs for the community. Partners include the Latino Community Foundation of Colorado, Opening Act, Denver Public Libraries, PHAMALY and I AM DENVER. Each week 5-10 hours of this position will be devoted to supporting community engagement initiatives as we continue to bolster community connections during this time.