

# City of Roswell, Georgia

JOB DESCRIPTION

[www.roswellgov.com/jobs](http://www.roswellgov.com/jobs)

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

## Performing Arts Assistant

**Department:** Recreation, Parks, Historic and Cultural Affairs

**Pay Range:** \$11 - \$15 / Hourly

**Job Status:** Part-Time; Day, Evenings, and/or Weekends

### **JOB SUMMARY**

The role is responsible for assisting instructors in performing arts classes. Must have classical dance background with training in ballet, tap, jazz dance, or drama training. May work with varying age groups from age 2 through teen.

### **ESSENTIAL JOB FUNCTIONS**

- Be creative and collaborative and work well as a member of a team.
- Communicate with and between supervisors, participants, and parents with regard to the program and the students.
- Provide backstage help with performances.
- Show professionalism, energy, responsibility, dependability, and have the ability to multi-task.
- Set up materials, equipment, and other items for programs/activities.
- Assist with costuming for performances.
- Prepare and rehearse students for demonstrations and performance.
- Additional responsibilities include greeting, class management, and demonstration.
- Administrative tasks include but are not limited to assisting program supervisor/instructors with attendance and inventory management as well as cleaning responsibilities.
- Must be energetic, responsible, and have the ability to multi-task.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- Experience working with children
- 2 years of dancing or acting training (Required)
- Knowledge in basic progressions of dance and movement education or acting games
- Knowledge of basic dance or acting terminology

### **Licenses or Certifications:**

Driver License preferred

### **Knowledge, Skills, and Abilities:**

- High degree of human relations skills.
- Ability to effectively communicate and manage information to peers, staff, and volunteers.
- Ability to motivate, coach, and lead participants in the field of dance and/or drama.

## **PHYSICAL DEMANDS**

The work is very physical and may involve some lifting, carrying, climbing, pushing and/or pulling of objects and materials of light to medium weight (5-50 pounds). Tasks may involve standing on your feet for an extended period of time, demonstrating dance moves, and bending over to assist students with physical corrections. Must be able to communicate orally.

## **WORK ENVIRONMENT**

Work is regularly performed without exposure to adverse environmental conditions.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state, and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*