



Cultural Arts Coordinator

Roselle Park District

Contact Name: Christy Bathje
Contact E-mail: cbathje@rparks.org
Contact Phone: 630-994-4589
Closing Date:
Salary: Starting at \$16/hour DOQ

Description:

Please apply online at <https://www.applitrack.com/rparks/onlineapp/>
Are you up for the challenge? Join our growing team!

The Roselle Park District offers a friendly, small-town feel which is great for families

- Do you like a job that has variety?
- Are you good with people - kids and adults?
- Do you have a passion about teaching others about dance and theater?

The Roselle Park District needs you!

Part- time; approx 10-12 hours/week; \$16-\$17hour DOQ; weekday evenings and weekends (3-8:30p). Occasional weekends for theater productions, recitals, etc. Hours may vary depending on season or productions as necessary.

Eligible for benefits which include free individual fitness center pass, free individual pool pass, 25% off programs - certain restrictions apply.

SUMMARY

Under the supervision of the Cultural Arts Supervisor, the Cultural Arts Coordinator is responsible for the day-to-day operations of the current Theatre production, Theatre classes, and assist with additional Cultural Arts programming as necessary. The Cultural Arts Coordinator will work closely with other staff including Cultural Arts Supervisor Production Staff, Dance Instructors, Art Instructors, and Music Instructors to ensure items are met.

QUALIFICATIONS & SKILLS

- A background in theatre or production management.
- Knowledge and previous experience in the area of theatre, music, or dance.
- Knowledge of or ability to learn registration software (RecTrac).
- An ability to listen and follow directions.

- An understanding of the principles of customer service and client relations.
- An understanding of the principles of risk management and safety.
- Possess a high school diploma or equivalent. Additional certifications or continuing education preferred.
- Current CPR and First Aid certification; CPR certification must be completed within 30 days of start date.

ESSENTIAL JOB FUNCTIONS

Essential duties and responsibilities may include, but are not limited to, any combination of the following tasks:

- Act as the stage manager for all current productions of the Roselle Park District Roselle Repertoire Theatre and Roselle Dance Academy Dance Recital.
- Attend Roselle Repertoire Theatre production rehearsals and production meetings deemed by the Recreation Supervisor.
- Report all items and needs to Recreation Supervisor.
- Assist Recreation Supervisor with purchases and items as needed.
- Act as the Volunteer Liaison for productions with the Roselle Repertoire Theatre Program and the Roselle Dance Academy.
- Assist with training any additional Cultural Arts staff.
- Conduct monthly supply inventory and report to Cultural Arts Supervisor.
- Assist in making recommendations for production updates.
- Act a sub for Cultural Arts instructors when necessary.
- Lead one Cultural Arts class per season.
- Oversee Future Actors class (ages 5-7) for Spring Theatre production.
- Assist in construction of set, props, and costumes as necessary.
- Attend and assist with Cultural Arts related special events.
- Assist within summer Cultural Arts programming to provide transportation to campers and staff via Roselle Park District vehicles.
- Act as Theatre Camp Coordinator for Rising Stars Theatre Camp.
- Assist Recreation Supervisor in developing Theatrical Arts curriculum for camps and programs.
- Communicating and enforcing the policies of the Roselle Repertoire Theatre, Roselle Dance Academy, Roselle Park District Art and Music Departments.
- Reporting for duty as scheduled.
- Other related duties as assigned.

Roselle Park District provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, individuals with disabilities, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital and housing status.