



Job Title	Part-Time Actor/Facilitator
PVN ID	PS-2509-007006
Category	Managerial and Professional
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	Office of Innovative Learning Solutions
Status	Part Time
Hourly Rate	\$50.00-\$50.00
Hour(s) a Week	0.00-19.00
Closing Date	Nov 09, 2025 (Or Until Filled)

General Description

As a leading online school in New York since 2006, the CUNY School of Professional Studies (CUNY SPS) offers the most online bachelor's and master's degree options at the City University of New York, and serves as the University's first undergraduate all-transfer college. With 26 degrees and numerous other non-degree and grant-funded workplace learning programs, CUNY SPS meets the needs of adults who wish to finish a bachelor's degree, progress from an associate's degree, earn a master's degree or certificate in a specialized field, and advance in the workplace or change careers. Consistently ranked highly by U.S. News & World Report for its online offerings, CUNY SPS has emerged as a nationwide leader in online education. The School's renowned and affordable online programs ensure that busy working adults may fulfill their educational goals on their own time and schedule. As CUNY SPS moves beyond its' 20th year, we dedicate ourselves to engendering an innovative and transformative student-cetered experience.

Within and created at the same time as CUNY SPS, the Office of Innovative Learning Solutions (ILS) designs custom workplace learning programs to help organizations achieve their goals. We are experts in research-based learning practices, online as well as in-classroom curriculum development and implementation. We are uniquely positioned to respond to organizational learning needs and support change management initiatives swiftly and effectively.

Description:

Reporting to the Learning Operations workstream, the part-time Actor-Facilitators (Actor) are cast to play various roles to provide experiential learning opportunities for child welfare learners at the Administration of Children Services (ACS) Workforce Institute.

As a learning delivery-focused professional simulation team we prepare by reviewing training objectives and character guides, observe live simulations, and participate in debriefing check-ins to maintain the integrity of our work and promote continuous improvement.

When in character, an actor subtly guides child welfare learners to demonstrate their acquired skills, help them feel confident about their strengths and while recognizing any learning needs.

After the simulation experiences, actors provide verbal strength-based feedback, where they describe their feelings and respond to the verbal and non-verbal style of participants, so the feedback can be used alongside the training objectives.

Other Duties

Minimum requirements

Seeking an actor-facilitator to portray various male-presenting youth roles for child protection and juvenile justice simulations for the Administration of Children Services (ACS) Workforce Institute on behalf of RF CUNY's Learning Operations team. Male-presenting actor with the ability to:

- Represent various ethnic and cultural backgrounds
- Represent age range of 8 – 15.
- Portray varying age-appropriate authentic behaviors and characteristics, including attitudes, voice style, and expressions.
- Demonstrate professionalism, improvisation skills, and attention to detail.
- Take direction quickly and apply professional development feedback.
- Use listening devices and receive directions during live simulations.

Qualifications

Minimum Qualifications

- Skilled in stage and/or live video performances or improv.
- Able to dress and supply appropriate attire for different scenarios.
- Can commit to monthly assignments (various).
- Must be able to travel to our training sites in New York City. For virtual simulations, they have stable internet and reliable devices.
- H.S diploma or equivalent required.

Preferred Qualifications

- Applied Theater background, including simulation preferred.
- Involvement in education, training facilitation, and/or training and development.
- Experience with giving constructive or strength-based feedback to individuals or groups.
- Real-life business experience in social services, education, business, or other industries.
- Knowledge of training models – (e.g. GROW, DISC, Personality typing, etc.) please specify.

Assignments depend on program needs and will vary. In-person simulations require all day availability on-site during business hours. Virtual simulations require 3-5 hours depending on project. Must be willing to travel to in-person locations throughout New York City.

Please note: Candidates must be authorized to work in the United States. Sponsorship is not available for this position.

The Research Foundation of the City of New York & Diversity

Diversity is a core value at the Office of Innovative Learning Solutions (ILS) at the CUNY School of Professional Studies (CUNY SPS). We are passionate about building and sustaining an inclusive and equitable working and learning environment for all students, staff, and faculty and believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.