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<b>Job Title</b>	Actor-Teacher
<b>PVN ID</b>	VA-2009-003708
<b>Category</b>	Instruction and Social Service
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Office of K-16 Initiatives
<b>Status</b>	Part Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	0.00
<b>Closing Date</b>	Nov 18, 2020 (Or Until Filled)

## General Description

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### General Description: Creative Arts Team

The Creative Arts Team (CAT) is an educational outreach program at The City University of New York that uses the power of drama to inspire people to learn more. Each year 15,000 young people, ages 3 to 21, participate in interactive workshops to examine social issues and curricular themes pertinent to our society (e.g. literacy, conflict resolution, and health and wellness). CAT also provides professional development and life skills workshops to community members and educators.

### Overview of the Actor-Teacher position:

CAT includes eight distinct program areas that serve a wide range of populations from Early Learning to Afterschool and College and Adult Programs. Throughout the year, each program enlists Actor-Teachers who are trained facilitators to devise, develop, and deliver participant-centered and drama-based workshops and programs. Actor-Teachers partner with DOE schools, students, and teachers, CUNY students and faculty, and CBO participants and staff. At this time, CAT is working in a remote-delivery service model using Zoom, Google Classrooms, and other virtual platforms to provide interactive workshops.

Reporting to a Project Director, Actor-Teachers receive training in CAT's pedagogy and devising and facilitation strategies. Actor-Teachers may work in partners or facilitate solo, depending on the nature of the work. Social-emotional learning, critical-thinking, and practical problem solving are central to all of CAT's work. Funder-specific objectives may include emphasis on academic skill-building (including literacy enrichment), college and workplace readiness, and professional development, to name a few.

## Other Duties

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**Actor- Teacher responsibilities include:**

- Contribute to the development of the curricula to meet CAT's stated goals and contract outcomes; develop understanding of and competency in CAT curricula.
- Prepare, reflect on and review work on an on-going basis, to maintain the quality, consistency and integrity of the work as determined by the Project Director. Consult with partner and/or project director, and assess overall progress, development and effectiveness of the work.
- Take responsibility for the health and productivity of the group's collective development, rehearsal, and planning process.
- Report and discuss with the project director any adjustments to the curriculum that might be useful or necessary.
- Complete attendance forms accurately and return them on schedule to the project director. Keep records of all classroom work to contribute to individual participant portfolios.
- Attend staff trainings and rehearsals; implement all projects as designed and rehearsed

## Qualifications

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### Core Competencies:

- Passionate about working with young people and people in general
- Positive attitude
- Knowledge and experience in providing nontraditional, experiential learning strategies; and experience working with youth
- Ability to communicate and work productively with staff and young people
- Ability to initiate, plan, organize, prioritize, and implement multiple projects and assignments
- Ability to work independently and as part of a team
- Ability to meet deadlines

### Qualifications:

- Facilitation experience (preferably within the Arts and Education field)
- Previous theater experience a plus
- Bachelor's Degree from an accredited college and two years of relevant experience a plus
- Working knowledge of Microsoft Applications (Word, Excel)

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