

INTIMAN : THEATRE FESTIVAL

Title:	Female Child Wrangler
Department:	Production/HR
Reports to:	Stage Manager/Managing Director-HR
Classification:	Part-time Seasonal Contract
Term:	August 9 - October 9, 2016
Hours:	Ranges from 16 hrs/wk to 40 hrs/wk of 2 week dress rehearsals
Location:	Rehearsals at Hutchinson Hall on the University of Washington campus, and Performance at the Floyd and Delores Jones Playhouse, 4045 University Way NE
Status:	OPEN
Pay:	\$13-15/hour, DOE

Summary of Job Description:

Intiman Theatre's mission is to *produce theatre that is relevant to our time and as diverse as the community in which we live.*

Intiman seeks a Child Wrangler to be responsible for the safety and engagement of two girl actors ages 10 & 11 in our production of Wedding Band. ***Women only are eligible to apply for this position.*** This position requires that the children are never left alone while on site, are kept engaged in the production, and, when off stage, are engaged in appropriate, non-intrusive activities.

Duties and Responsibilities:

- Responsible for the safety and well-being of two child actors while on premise.
- Develop and maintain a friendly, supportive and professional relationship with the children
- Be aware of and manage any health issues as communicated by the parents, i.e. special diets, medicine, etc.
- Accompany the young performers wherever they go when on the premises from when they arrive until they leave with an approved adult.
- Help clarify for the young performer the production's expectations for their behaviour and performance
- Maintain communications with the parents on how they can support their child's successful performance
- When off-stage ensure the children are appropriately entertained while maintaining awareness for cues and announcements
- Maintain focus on what is important for the smooth running of the show as it pertains to the young performers needs

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- Be familiar with the emergency evacuation procedures and, if necessary, ensure the safe evacuation of the young performers from the building

Education/Skills Required:

- Experience working with elementary age children
- Enjoyment working with elementary children
- General understanding of theater, experience working in theatre a plus
- Responsible and capable of administering to the health needs of children if necessary
- Good communication skills, a creative sense of play a plus
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Special Requirements/Knowledge:

- Must pass a background check
- High level of integrity

Expectations:

- All of us work to execute Intiman's mission: "produce theatre that is relevant to our time and as diverse as the community in which we live."
- An entrepreneurial spirit, willing to collaborate with our small, close-knit team to create innovative plans, and pivot as needed to achieve our goals.
- Evening and weekend hours sometimes required
- Open, honest communication; communicate issues before they become problems.
- Sense of humor required, love for chocolate preferred.

Please submit a cover letter, a resume, and three references to Stan Shields,
Operations Manager, at stan@intiman.org.

Intiman Theatre believes that all people, their culture, and their art contribute to the meaning and understanding of our humanity and should be honored and celebrated. Individuals of all cultural backgrounds and abilities are welcome and encouraged to apply for all positions.