



TEACHER/ASSISTANT EMPLOYMENT APPLICATION

GENERAL KOS INFORMATION:

Established in 1987, Kids On Stage is a well known, highly acclaimed theater arts company for kids and young adults ages 1-18 years. Our programs include classes, camps, workshops, parties, school enrichment programs, and custom classes.

There are many opportunities at Kids On Stage. We have many positions in various locations that we need to fill on a part-time basis. We hire people with many different skills and strengths through out the year. Please be honest while filling out this application. We want to put you where your strengths are and where you will be most happy.

TEACHING POSITIONS AVAILABLE:

- Lead & Assistant Teachers
- Musical Director
- Accompanist
- Choreographer
- Voice
- Specialists
- Jr. Counselors
- Volunteers

PRE-REQUISIT BEFORE APPLYING FOR TEACHING POSITIONS:

1. 1-2 years minimum experience in any position you are applying for.
2. LOVE working with kids.
3. Willing to work part time in various locations such as, Santa Monica, Pacific Palisades, Culver City, Sherman Oaks, and surrounding areas (*please note the **majority** of our classes are on the Westside.*)
4. For most, transportation to get to and from work with ample room to carry costumes and supplies.
5. For most, willing to go through our training program (*minimum 4 hours no pay, after that a training fee.*)
6. Team player.
7. Excellent communication skills.
8. Organized, responsible and able to handle many personalities of parents and kids.
9. Fun and energetic, as well as be able to calmly control a class of kids.
10. Patient, flexible, outgoing and energetic attitude
11. Flexible hours
10. You must be willing to get fingerprinted and to have a TB test *at your expense.*
11. Recognize this is a part time and there for bookings can vary from 1/2 hr to 2 hours or more depending on program needs for that week
12. Reliable transportation
13. True to your commitments

OTHER POSSIBLE POSITIONS:

- Administrators (*office, errands, coordinating, etc.*) SEE ADMINISTRATION APPLICATION
- Program Directors (*coordinating, curriculum, script writing and more*) SEE ADMINISTRATION APPLICATION

PAY: Pay varies based on position, hours, time, class size and location.

After reading the above pre-requisites, please fill out the application in and either fax, email or mail to our office at:

- FAX:** 310-581-9331
- EMAIL:** kidsonstageLA@verizon.net
- MAIL:** Kids On Stage, Inc. PO Box 3664, Santa Monica, CA 90408

Everyday duties include but are not limited too:

- ❖ Answering phones and providing excellent and patient customer service between usually between the *hours of 9:30-4:00 (subject to change based on needs)*.
- ❖ Consistent and pro-active Class and Camp support.
Getting to know parents and children and maintain and updating class lists and any KOS business needed
- ❖ Coordinating and booking parties.
- ❖ Continued communicating all business and client needs to Business and Creative Directors.
- ❖ Marketing & Advertising- Always looking for new places to advertise and great family groups to be a part of- making recommendations to the Business and Creative Directors
- ❖ Research project such as; promotional costs, prop and costumes, equipment and software, art projects, construction estimates, office and theater space, etc.
- ❖ Creating, connecting and maintaining relationships with both clients and vendors.
- ❖ Mailings and promotional material distribution.
- ❖ Create and maintain all class/camp enrollment and attendance lists.
- ❖ Assist in compiling resumes, conducting initial phone interviews and scheduling group interviews.
- ❖ Occasional childcare even possible help in classes
- ❖ Occasional in-class/camp assistance *in an emergency*
- ❖ Assist in maintaining our workstudy parent obligations.
- ❖ Responsible for phone logs & keeping mailing list current.
- ❖ Help maintain email address list and all database needs
- ❖ Filing and Organization.
- ❖ Buy and organize office supplies
- ❖ Errands *when necessary*- copying scripts, picking up mail, transporting props, etc.
- ❖

Mandatory Qualifications:

- ❖ 1-2 years minimum comparable administrative experience.
- ❖ Proficient computer knowledge: Mac & PC, Microsoft office (word/excel), quark express, Photoshop, Act Database, Quickbooks and more.
- ❖ Very organized
- ❖ Reliable transportation a must.
- ❖ Love working with and around kids.
- ❖ Feel comfortable working in a home office and able to multi-task
- ❖ And switch gears on a moments notice
- ❖ Good with self-prioritizing and helping other
- ❖ Good at trouble shooting and problem solving.
- ❖ Good communicator and able to work well around others- team player. Willing to do local errands deliver or pick up various items is necessary.
- ❖ Must have a can do, optimistic attitude! Can leave personal stuff at the office door.
- ❖ Comfortable with various office equipment (fax/copiers/printers etc.)
- ❖ Loves kids and being around kids and some chaos

Pay: varies per needs and if you are hired as a lead/assistant/specialist etc

PRINT AND FAX THE NEXT 4 PAGES.



KIDS ON STAGE

P.O. Box 3664
Santa Monica, CA 90408
www.kidsonstage.com

tel 310.314.0035
fax 310.581.9331
kidsonstageLA@verizon.net

EMPLOYMENT APPLICATION

POSITION APPLYING FOR: _____ **APPLICATION DATE:** _____

HOW DID YOU FIND US (Craigslist, friend, internet, Other (be specific.): _____

PERSONAL INFORMATION: WRITE NEATLY OR TYPE IN

Name _____ Male Female _____ Social Security Number _____

Permanent Address No/Street _____ City _____ State _____ Zip _____

Phone Numbers _____ Cell Number _____ Home _____ Email _____

Birthdate _____ Emergency Contact: Name _____ Reliable Phone# _____ Related How? _____

If you are not a citizen, what is your authorization to be employed?

Do you have any job related limitations? Yes No If so, describe in full:

Have you applied with us before? _____ Do any relatives or friends work here? _____

Where do you currently work? _____ If yes, are the hours and days flexible? Yes No

EDUCATION

High School Name & City/State _____ Year of Graduation _____ Diploma _____ Major _____

College/University _____

Other/Trade School/Licenses, Etc. _____

Are you currently in school? Yes No If yes; School name and location _____
Days _____
Hours _____

EMPLOYMENT HISTORY (please list by most current)

For most current please list whether it is part or full time and your hours

From/To	Employer Name, City, State & Phone	Position	Salary
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1. _____

2. _____

3. _____

4. _____

APPLYING FOR:

What are you **most** interested in doing (*can be more than one choice*)

Circle: Teacher Assistant Program Director Musical Director Choreography

Voice Video teacher Comedy Improv Parties

Administration Position (Skip to administration section if this is all you are applying for)

Specialist: _____, Volunteer, Misc: _____

Age group you prefer to work with (circle all that apply): 10mo-4 4-9 9-13 Teens

Availability to begin (start date):

Days and times **available**:

Times and days absolutely **NOT available**:

Are you available on the weekends?

Are you interested in working with us at parties on the weekend?

Can you begin training immediately? Yes No If no, when is the soonest you can begin?

YOUR EXPERIENCE:

Please be specific. What and how much experience?

For what ages? Please let us know if there is something you do not want to teach. Thank you!

DIRECTING:

Musical Theater _____

Comedy Improv _____

Drama _____

Shakespeare _____

Theater Games _____

Choreography _____

Movement _____

Clowning _____

Stage Combat _____

SO WE CAN GET TO KNOW YOUR ABILITIES- BESIDES ABOVE CAN YOU TEACH?

Directing _____

Script Writing _____

Stage Management _____

Set Building _____

Video Experience (Taught kids before? Ages?) _____

Tech (In what area?) _____

Editing Abilities (If yes, do you own a computer and editing software? Which software? Taught kids to edit?) _____

ACCOMPANIST/MUSICAL DIRECTOR

Circle your interests and ability:

Pianist/Accompaniment Musical Director Voice Coach Instruments *other be specific* _____

YOUR EXPERIENCE:

Please be specific. What and how much experience? Ages

Site Read _____

Transpose _____

Improvisation(*various sounds, scary, happy, silly, mysterious, dramatics etc.*) _____

Vocals (*such as lyrics, tune, projection and dynamics*) _____

Organization with music and various camps/classes _____

BESIDES ABOVE CAN YOU TEACH? Be specific- how long? Ages? Etc.

Vocals _____

Script Writing _____

Stage Management _____

Set Building _____

Video Experience (Taught kids before? Ages?) _____

Tech (In what area?) _____

Editing Abilities (If yes, do you own a computer and editing software? Which software? Taught kids to edit?)

TO FURTHER KNOW YOU...what is your personal experience in?

Script Writing _____

Dance (be specific) _____

Play an Instrument(s) (which?) _____

Set Design _____

Stage Management _____

Set Building _____

Costume Design or repairs (Can you sew?) _____

Arts and Crafts _____

Use a video or still camera _____

Tech (In what area?) _____

Editing (which program(s) _____

Balloon Making _____

Face Painting _____

Magician _____

Tarot Card or Palm Reader _____

D.J. _____

Childcare _____

Computer Knowledge: PC MAC (How well?) _____

Computer Programs you know well: Quickbooks, Excel, Word, Web savvy, ACT, QuarkExpress, Adobe Photoshop

Technically savvy (can trouble shoot computer or other equipment problems?) Yes No

Explain: _____

Phone Sales _____

Promotion and Advertising

For teaching and administration- anything else you may want to tell us:

I certify that all statements to be true and correct and authorize the investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal.

DATE

SIGNATURE OF APPLICANT

DO NOT WRITE BELOW THIS LINE - PERSONNEL DEPARTMENT USE ONLY!

Interview Dates

Remarks

Start Date

Job Title

Department

Rate/Salary

Shift

Authorized by: