



POSITION: High School Theater and Dance Departmental Assistant
REPORTS TO: Head of Creative Arts Department
JOB OPENING: 06 April – 05 May 2020

PURPOSE

Under the supervision of the High School (HS) Head of Creative Arts (CA) Department, the Theater and Dance Departmental Assistant works closely with the Theater and Dance teachers and is responsible for assisting in the design and production of props, set pieces and occasional costumes for the variety of in-class and main stage Theater and Dance productions that occur every year. In addition to the myriad of in-class performances, the extra-curricular performances and productions include, but are not limited to, the annual HS Musical, the CA Showcase, IASAS Drama and Dance performances, the Spring Dance Concert and the Semester 2 Play.

The Theater and Dance Departmental Assistant develops a working knowledge of sound and lighting boards in the Fine Arts Theater (FAT), Fine Arts 2 and HS Dance Studio, including programming lighting cues and operating lighting and sound boards for Theater and Dance performances. This position is also responsible for assisting in the laundering, upkeeping and inventory tracking of the HS Costume and Prop rooms. The Assistant is evaluated by the Theater and Dance teachers and HS Principal.

QUALIFICATIONS, EXPERIENCES and ATTRIBUTES

1. Indonesian citizen
2. Bachelor's Degree in Engineering preferred
3. Minimum 2 years of experience in handling sound management and lighting systems
4. Fluent in written and spoken English and Indonesian
5. Ability to carry out oral and written directions
6. Demonstrated ability in organizing time effectively with minimal direction
7. Measurable history of responsibility while working unsupervised for extensive periods of time when required
8. Measurable history of organizational skills and sense of priorities
9. Demonstrated desire in taking initiative in the work setting
10. Demonstrated ability in working collaboratively with others
11. Excellent personal communications skills when working with students, faculty, parents and colleagues
12. Knowledge of modern office practices and procedures, including filing systems
13. Demonstrated experience using Microsoft Office (Word, Excel and PowerPoint), Oracle, Windows and Macintosh computers
14. Willingness to work beyond regular work hours to meet schedules
15. Clear commitment to Child Protection, safety, service learning and environmental stewardship



DUTIES and RESPONSIBILITIES

1. Providing and preparing all required materials, supplies and equipment for instructional spaces punctually to full support the teaching process
2. Organizing and upkeeping an inventory of Theater and Dance costumes and prop rooms
3. Attending to the cleaning and organizing of post-production laundry
4. Liaising with local vendors for costumes, props and sets for productions
5. Submitting and following-up with facilities work orders pertaining to broken equipment, Fine Arts staging areas and instructional spaces
6. Supporting Theater and Dance teachers with the technical support and equipment needed for all student performances
7. Inputting all related purchase requests into Oracle and work orders through the CAFM system
8. Providing assistance to other Creative Arts Departmental Assistants in support of all Creative Arts programs
9. Performing administration duties such as computing, making telephone calls and collecting messages for teachers
10. Keeping a log of short and long-term projects involving the Theater and Dance Department
11. Performing self-development activities and professional learning to upgrade job competency
12. Checking-in daily with the Theater and Dance teachers to communicate short and long-term project progress
13. Embracing the JIS Learning Dispositions of Resilience, Resourcefulness, Relating and Reflecting
14. Performing other related duties and assuming other responsibilities as assigned by the Theater and Dance teachers, and HS Head of Creative Arts Department, including and not limited to participation in class/School's activities or events, and attendance of workshops organized by JIS

TO APPLY

Interested qualified candidate, please send your cover letter, resume and 3 to 5 list of professional references to recruitment@jisedu.or.id