

Kids on the Block

JOB DESCRIPTION

Title: Puppeteer (part and full time)

Responsible to: Executive Director/Director of Programs

Qualifications:

1. Have an interest in children and a desire to advocate for their needs.
2. Possesses the ability to work with children and establish and maintain rapport in a classroom setting.
3. Possesses the ability to relate to educators, parents, and audience members in a tactful and spontaneous manner and to adapt communicative styles to different groups according to age and socio-economic level.
4. Possesses ability and desire to develop puppetry skills and a willingness to train in techniques of character development and KOB program presentations.

Job Responsibilities:

1. Present educational programs to children and adults, primarily in the classroom setting. The programs focus on topics of disability/health, social concerns, educational differences, and prevention programs on child abuse, drug abuse, and other concerns of youth.
2. Attend trainings that may require overnight stays.
3. Attend and participate in other workshops and in-services to gain an understanding of the issues presented and feel comfortable in dealing with the questions the children ask the puppets during presentations.
4. Learn puppet programs where there is an immediate need for a performer.
5. Assist with loading/unloading van; setting up/breaking down of equipment, stage, props, etc. at performances; putting away puppets and props after all performances.
6. Perform KOB programs as assigned by Director of Programs during the regular work week. All puppeteers may be assigned additional performances at irregular times. (evening hours or weekends)
7. Attend regularly scheduled practices when not performing. Practice as necessary to be prepared.
8. Adhere to deadlines for script memorization.
9. Follow daily schedules as designated by Director of Programs.
10. Grade teacher report cards, pre-post tests and student letters
11. Initiate critiquing and discussion after each performance
12. Maintain equipment (puppets, props, van, etc.)
13. Participate in and assist with KOB fundraising events.
14. Attend staff meeting and roundtable discussions.
15. Perform other duties, as assigned by Executive Director or Director of Programs.

EVALUATION:

Employee will be evaluated by Executive Director and Director of Programs at 30, 60, and 90 days after employment, then annually each year during employment.