

## Summer Education Assistant

### ABOUT US

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Deeply rooted in our local Beverly Hills community and influenced by cultural change, the Wallis Annenberg Center for the Performing Arts, a public-private partnership with the City of Beverly Hills, strives to be a site for the convergence of relevant, dynamic performing arts, education and civic life, strengthening our local and global community is our role as a presenter, producer, educator and community resource. We approach our work with the pioneering creative spirit of Beverly Hills and greater Los Angeles, while also recognizing that we live in a multi-cultural every-changing world guided by our core values of Trust, Artistic Courage, Enlightenment, Cooperation, Communication, Diversity, Equity and Inclusion, and Accountability.

The campus itself is a breathtaking 70,000-square-foot facility celebrating the classic and the modern and has garnered six architectural awards. The restored building features the original 1933 Beverly Hills Post Office (on the National Register of Historic Places), which serves as the theater's dramatic yet welcoming lobby, and includes the contemporary 500-seat, state-of-the-art Bram Goldsmith Theater; the 150-seat Lovelace Studio Theater and an inviting open-air plaza for family, community and other performances.

### ABOUT THE JOB

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Education is a central part of the mission at The Wallis. Under the umbrella of GRoW @ The Wallis, the organization is dedicated to providing exceptional opportunities for K-12 students, serious young artists, older adults (55+) and those often lacking access to the arts. The Wallis has an extensive School Partners Program, offers master classes and courses for young artists, presents student matinee performances, and offers audience engagement opportunities for learners of all ages. This position provides administrative support for our pilot summer program and plays a key role supporting the classes and courses offered over the span of six weeks which culminate in a ticketed performance in our Goldsmith Theater. This position reports directly to the Director of Education.

### WHAT YOU'LL DO

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Education Assistant Duties:

- Assist with general office management tasks;
- Assist Instructors with in-classroom instruction;
- Supervise students during lunch and snack break periods;
- Answer department phones;
- Maintain departmental correspondence with parents, teachers and summer course participants;
- Maintain departmental files and database records;
- Act as ground level liaison between Education and all other departments;
- Participate in the planning and implementation of summer programs and activities;
- Help prepare reports on summer Education programs and activities;
- Create, maintain and disseminate summer program calendars and schedules;
- Maintain and update summer meeting agendas, action lists, and schedules;
- Maintain archival records;
- Available to work regular office hours as well as early mornings, nights and weekends as schedule dictates;
- Serve as a liaison to parents;
- Assist with class scheduling and maintaining records for course participation;
- Oversee and conduct sales and create sales reports;
- Coordinate efforts to boost sales and/or deal with waiting lists;
- Assist and request payments, refunds etc.;
- Assist with the coordination of class calendars, schedules, spaces, and supplies;
- Coordinate and communicate any schedule changes to students, parents, and Faculty;

- Assume leadership in the event of an emergency. Ensure full understanding of all emergency systems/protocols and order and manage emergency supplies as needed;
- Collaborate with facilities on maintenance of all spaces in the Education Wing;
- Staff or arrange staffing for check-in and check-out of participants in all courses;
- Make arrangements to open and close Education Wing during class times in collaboration with building security procedures;
- Work with other departments to ensure proper scheduling of additional employees when needed.

## **SKILLS & EXPERIENCE NEEDED**

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- 1-2 years of experience in a position requiring strong administrative skills or camps.
- A deep love for children ages 8-16 and a genuine commitment to performing arts education are essential.
- Knowledge of mounting a student musical production.
- Thorough familiarity with Outlook, Excel and Word required.
- Proven ability to work independently and collaboratively in a fast paced environment.
- Strong organizational skills and work habits and able to work independently.
- Strong verbal and written communication skills.
- College degree preferred, but not required.

## **PHYSICAL REQUIREMENTS**

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While performing the essential functions of this job, the incumbent must be able to do the following: stand for extended periods; sit for extended periods; bend and reach for filing and other job-related functions; climb up and down stairs; bend, stoop, and lift to move and retrieve materials; pull, push, and lift; reach both above and below shoulder height. Must be able to comfortably negotiate stairs, ladders, lifts, and catwalks up to 60' above ground, as well as working within confined spaces. Specific visual abilities include close vision, color vision, depth perception, and the ability to adjust focus. Must be able to visually inspect work. Manual dexterity to operate computer and other office equipment required. Some outdoor work may be required, occasionally at temperatures over 85 degrees.

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made.

## **BENEFITS**

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This is a temporary position and is eligible for Los Angeles Sick Leave (LASL) benefits and other statutory benefits. The Wallis provides paid parking.

Seasonal 40hrs/week for 6 weeks (June 26-Aug 4) May need some hours before June 26 for pre-program meetings/trainings.

## **HOW TO APPLY**

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Please email resume to [jobs@thewallis.org](mailto:jobs@thewallis.org) and include **Summer Education Assistant** in the subject line.

**No phone calls please.**

The Wallis Annenberg Center for the Performing Arts is an Equal Opportunity Employer committed to diversity and encourages applicants of any age, national origin, race, ethnicity, religion, sexual orientation, political affiliation, or gender.