

Actors Theatre of Louisville
POSTED AUGUST, 2017

Position: Child Talent Guardian (Temporary, Part-Time) – Christmas Carol
Reports To: Production Stage Manager
Department: Stage Management
Start Date: October 26, 2017
End Date: December 23, 2017
FLSA: Non-Exempt

About Actors Theatre of Louisville:

Actors Theatre of Louisville, the Tony-Award winning State Theatre of Kentucky, seeks qualified and passionate applicants for the position of Child Talent Guardian (Temporary, Part-Time) – Christmas Carol. **(Please see the *Proposed Rehearsal & Performance Schedule* listed on the last page of job posting)**

Under the leadership of Artistic Director, Les Waters and Managing Director, Kevin E. Moore, Actors Theatre serves to unlock human potential, build community and enrich quality of life by engaging people in theatre that reflects the wonder and complexity of our time.

Actors Theatre presents almost 350 performances annually across three theatres and delivers a broad range of programming impacting local and national audiences with a particular focus on new play development influencing the field of American theatre. Programs include classical repertory and contemporary work through the Brown-Forman Series, holiday favorites cherished as annual traditions, the Humana Festival of New American Plays influencing the canon of American theatre, an Education program where students see and make plays, and a theatre training program for 40+, the Professional Training Company.

Actors Theatre seeks to create brave space where it is safe to be who you are and diverse identities, ideas, cultures and opinions are cultivated because we believe the diversity of our community is a defining strength. We are committed to diversity in all areas of our work, including the plays we produce, casting, marketing and community engagement efforts, education programs, recruitment of staff and volunteers, and the composition of the Board of Directors. People of color and members of underrepresented communities are invited and encouraged to apply.

Summary of Position:

The Child Talent Guardian is a member of the Stage Management team who is onsite whenever a child actor is on location. The Child Talent Guardian is also the responsible adult in charge of supervising young cast members in a production. For the purposes of this posting, “young cast members” refers to anyone in the cast less than 18 years of age.

The Essential Functions include, but are not limited to, the following:

Essential Functions:

- Serves as a liaison between Stage Management and the parents of young cast members.
- Responsible for the well-being of each young cast member in the group.
- Actively engages with the young cast members for the duration of each rehearsal and performance, from first call to the end of day for the entire run of the show. This includes guiding the young cast members in completing schoolwork or other tasks specified by parents/guardians when the young cast members are not needed in rehearsal or onstage performing.
- Serves as a role model to the children in the group through appearance, behavior and interpersonal interactions.
- Maintains the safety and well-being of the young cast members during rehearsals, technical rehearsals, performances, and breaks. This includes staying with young cast members until their transportation from the theatre has arrived to pick them up.
- Attends daily and technical rehearsals as well as all performances when young cast members are present.
- Assists the Stage Management team with regards to the supervision of young members of the cast in the rehearsal process.
- Coordinates with Stage Management to send and receive young cast members as they enter and exit the stage as possible.
- Escorts child performers to and from costume fittings and other calls, as well as around the backstage areas of the theatre as necessary.
- Works with the Wardrobe Supervisor to coordinate the preparation, dressing and quick changes of young cast members.
- Assists young cast members with getting into costumes, hair and make-up and removal of stage make-up and effects.
- Teaches and ensures young cast members observe proper backstage protocol and etiquette.
- Works with the Stage Management team to generate and maintain records of the young cast including, but not limited to, contact information, scheduling, blocking, costume tracking, and prop tracking.

Knowledge, Skills & Abilities:

- Excellent organizational and time-management skills.
- Excellent judgment and critical thinking skills.
- Excellent written and verbal communication skills.
- Excellent attention to detail skills.
- Ability to perform with calm and grace under high-stress situations.
- Ability to maintain high enthusiasm and energy.

- Ability to coordinate activities.
- Ability to work independently and as part of a group.
- Ability to lift and carry up to 70 pounds.

Minimum Qualifications:

- High school diploma or GED equivalent.
- Two (2) years of experience working with children under 18, and a passion for working with this age group.
- First Aid/CPR Certified or the ability to obtain within 30 days of employment.
- Must successfully pass a background screening.
- Must be available to work a varied schedule including evenings and weekends. (Please see
- Creative and pleasant personality who enjoys working with a team in a fast-paced environment.

Preferred Qualifications:

- Experience in the performing arts, stage management and/or wardrobe is preferred.
- Previous work experience in a licensed child care facility and/or teaching facility preferred.

Compensation:

Compensation is \$10.00 an hour.

To Apply:

Applicants for this position should email Cover letter, Resume and three (3) Professional References to:

Marie Tull, Human Resources Manager
Email: mtull@actorstheatre.org

No phone calls please.

Actors Theatre is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law. Members of underrepresented groups are encouraged to apply.

A Christmas Carol – 2017

Proposed Rehearsal & Performance Schedule

SUBJECT TO CHANGE

Note: All Mondays are Days Off.

Sunday	October 29	12-5	Staging Cratchits
Wednesday	November 1	4-7	Staging
Thursday	November 2	4-7	Music
Friday	November 3	4-7	Dance/Staging
Saturday	November 4	11-3/4-7	Dance in AM/Music
PM/Staging			
Sunday	November 5	11-3/4-7	Dance in AM/Staging
Tuesday	November 7	4-7	Dance/Staging
Wednesday	November 8	4-7	Dance Review
Thursday	November 9	4-7	Staging
Friday	November 10	4-7	Music and Dance Review
Saturday	November 11	11-3/4-7	Dialect work as needed
Sunday	November 12	11-3/4-7	Run and working notes
Tuesday	November 14	4-7	Working notes then Run
Wednesday	November 15	4-7	Designer Run
Thursday	November 16	4-6	Last Day in the Rehearsal Hall
		7-10	Notes in the Room then
Onstage			
Friday	November 17	12-4/6-10	Tech/Dress
Saturday	November 18	11-4/6-11	Tech/Dress
Sunday	November 19	11-4/6-11	Tech/Dress/Notes in AM Final Dress in the Eve
Tuesday	November 21	11:00-5:00 6:30-9:30	Tech/Dress Preview #1
Wednesday	November 22	11:00-5:00 6:30-9:30	Tech Preview #2 Notes After
Thursday	November 23	DAY OFF	No Performance
Friday	November 24	3:30-6:30 7:30-10:30	Soft OPEN OPEN
Saturday	November 25	1:30-4:30 6:30-9:30	Matinee

ACTORS

T H E A T R E

Les Waters, Artistic Director
Kevin E. Moore, Managing Director

Sunday	November 26	1:30-4:30 6:30-9:30	Matinee
Tuesday	November 28	10:00-1:00	Student Matinee
Wednesday	November 29	10:00-1:00 6:30-9:30	Student Matinee
Thursday	November 30	10:00-1:00	Student Matinee
Friday	December 1	10:00-1:00 6:30-9:30	Student Matinee
Saturday Captioned	December 2	1:30-4:30	Matinee/Open
Sunday	December 3	6:30-9:30 1:30-4:30	Matinee/Audi Descr.
Tuesday	December 5	10:00-1:00	Student Matinee
Wednesday	December 6	10:00-1:00	Student Matinee
Thursday	December 7	10:00-1:00 6:30-9:30	Student Matinee
Friday	December 8	6:30-9:30	
Saturday	December 9	1:30-4:30 6:30-9:30	Matinee
Sunday	December 10	1:30-4:30 6:30-9:30	Matinee
Tuesday	December 12	6:30-9:30	
Wednesday	December 13	10:00-1:00 6:30-9:30	Student Matinee
Thursday	December 14	6:30-9:30	
Friday	December 15	6:30-9:30	
Saturday	December 16	1:30-4:30 6:30-9:30	Matinee
Sunday	December 17	1:30-4:30 6:30-9:30	Matinee
Tuesday	December 19	6:30-9:30	
Wednesday	December 20	6:30-9:30	
Thursday	December 21	1:30-4:30 6:30-9:30	Matinee
Friday	December 22	1:30-4:30 6:30-9:30	Matinee
Saturday	December 23	1:30-4:30 6:30-9:30	Matinee CLOSE