

Volunteer Job Description

JOB TITLE: Assistant Performing Arts Director

SUPERVISED BY: Chief Creative Officer

TIME COMMITMENT: 5-10 hours per week

- 1 hour to plan and organize
- 1 hour consultation or meeting with CCO
- 2-3 hours practice per week
- 1 hour performance attendance (average over time - more some weeks, less others)
- Other meetings, social events, and preparation for performances as necessary

DUTIES:

- To work closely with the CCO to ensure a quality program for young adults with disabilities wanting to participate in the performing arts
- To assist in overseeing activities of visiting choreographers or other teachers in the arts that affiliate with our programs
- To be the ongoing support, encouraging them and learning the routines to teach when the choreographer is not available for practice
- To coach the participants in showmanship, and to help them refine their onstage presence
- To assist in creating new routines and performance material
- To assist in creating ways for all to participate considering their individual needs and limitations
- To follow directed policies and procedures of the organization in accomplishing goals
- To educate yourself and others about disabilities
- To help participants realize their full potential by expecting the most from them
- To become a mentor to the participants, modeling appropriate behaviors, and instilling the philosophy of “always doing your BEST!”
- To promote positive attitudes that will help to create communities of kindness and inclusion
- To help facilitate the participation of all people with and without disabilities that want to participate by demonstrating flexibility

QUALIFICATIONS:

- Leadership ability

- Self-motivator
- Good communication skills
- Community builder/team player with an interest in doing what is right for the good of the whole community
- Demonstrate willingness to engage in ongoing education to learn more about people with disabilities and their particular way of learning
- The ability to motivate and encourage people with a balance of compassion and high expectations
- Dependability to accommodate the need for consistency in the lives of people with disabilities
- Commitment to making a difference in our world through helping others achieve their greatest potential
- Performing arts experience helpful but not the most important

TRAINING REQUIRED AND/OR PROVIDED BY THE AGENCY:

- Orientation
- Read and Discuss Policies and Procedures Manual

BENEFITS:

- Opportunity to use current skills while developing new ones
- Enhance leadership skills
- A fun, entertaining atmosphere to work in
- Opportunities to attend nice social events
- Become a participating member of a community of kindness and inclusion

B.E.S.T. Network
Marlene Wagnon/CCO
(913) 856-4621
bestnetarts@earthlink.net