



Assistant Tutor Position Available

Position Advertisement:

CPA invites young Theatre Artists or school's Drama Teachers, 21+ who are looking to expand their teaching capacity through our Assistant Tutors Program.

We will be employing Assistant Tutors for our very busy 2021 Youth Theatre activities.

You will be working with professional artists as their assistant in the studio and possibly online and will receive Professional Development Sessions and Mentorship from Glenn Hayden our Artistic Director.

The age range of our Youth Theatre participants that require Assistant Tutors is 6 to 18yrs.

Most of our Youth Theatre activities are in the evening or on weekends.

These are paid, part-time positions and require commitment to long and short term projects.

To download this job description please click [HERE](#)

To apply, please attend to the online Application Form [HERE](#)



OVERVIEW

Position: CPA Youth Program Assistant Tutor

Sessional / Part Time

Age of Applicant: Applicants must be 21+ years of age

Application Form [HERE](#)

Program Timeline

Commencement Date: Jan 5th, 2021

End Date: Dec 5th, 2021

Location/s

Mumbai - Various

Remuneration

This is a contracted, fee-based employment opportunity. Payment details will be discussed if and when your application is chosen for the interview round.

Application Due Date

Applications close: Friday 18th December, 5pm

Applications received after the closing date will not be considered.

Documents required for application (Applications that do not submit all documents will not be considered)

1. Cover letter (max one A4 page)
2. Current resume of relevant employment/projects and other relating employment/projects
3. Address the selection criteria in this document through our online form (if online is not possible, you can email your application addressing the criteria to glenn@mobiusstrip.in)
4. Letters of recommendation (max 2)



Company information

www.chakravayuperformingarts.in

Chakravayu Performing Arts (CPA) is calling for expressions of interest from **Emerging** Theatre Artists to be considered for the 12 month P/T position/s of Assistant Tutor for the company's Youth Theatre program.

*Emerging: First five years of **professional** practice and/or recently graduated from a recognized Theatre/Performance course/training).

Working Artists

At CPA, we prefer to employ professional artists from our industry. As such, we understand that at times an Assistant Tutor or Tutor may require time off to attend a shoot or other such professional activities. We will try our hardest to be accommodating but we do expect that your employment with us is considered HIGH PRIORITY.

If a teaching artist repeatedly needs time away from their duties with us, we will need to review their ability to commit to the position.



The Program

The CPA Youth Program (programs may alter throughout the year) has an age demographic of 6 to 27 years of age and divided into:

1. Find Your Voice: 3 months. 6 - 8 years and 9 - 12 years. (International online program run twice in the year)
2. Out of the Boot: 9 months. 4 groups involving 13 to 25 year olds in age appropriate ensembles
3. Acting for Camera: two week holiday program. 2 x groups of 9 - 14 years and 15 - 20 years

Please note that the Assistant Tutors will be required at sessions that involve minors only

Each program will have a lead facilitator. The Artistic Director of the company will deliver masterclasses and oversee the development of each group.

The focus of our programs are:

1. To introduce children and young people to the disciplines of theatre-making.
2. Give a voice to young people.
3. Support the development of children and young peoples' life skills through theatre.

Other programs may be included during the course of the year which employed Assistant Tutors will be given the first option to work on.



Purpose of the Role

To deliver CPA's programs to participants in an authentic and truthful manner.

Responsibilities - To assist the lead tutor to deliver CPA's programs to participants in an authentic and truthful manner.

- To attend each session and work under the instructions of the Tutor.
- To work closely with and under the guidance of the lead Tutor.
- To commit to the full duration of the program upon selection.
- To attend the workshop program briefing as required.
- Adhere to the lesson plan as instructed by the lead tutor.
- Ensure they are at the studio 10 minutes before and ensure the studio is clean and safe before participants arrive.
- To remain on the premises until all minors are collected by their respective guardians.
- To maintain the attendance of all students during the entire duration of the program, including recording absenteeism and make any necessary contacts with parents/guardians/emergency contact if a participant has not arrived for the session.
- To ensure that an updated list of all participants and their emergency contacts are available at all times during classes.
- Inform the Operations team ASAP if you are unable to attend class or will be late to arrive. (repeated absenteeism or lateness will require a review of the contract)
- If there is a performance outcome, attend necessary production meetings.
- Assist in the delivery of the final performances where required.
- To actively run exercises under the guidance of the lead Tutor.
- In the case of illness of the lead Tutor, the AT may be required to run a full workshop session independently. (duly remunerated)
- To attend all Tutors professional developments and meetings that are scheduled by the Company.
- Intermittently document sessions for archival purposes via phone camera.

Policy

- To ensure the health and well being of all participants from the time they arrive, during the session and till the leave.
- To assist in delivering high quality workshops strictly adhering to the ethos of CPA.
- Responsible for the care and safety of all materials involved for the workshops.
- Read & ensure CPA's occupational health and safety standards are adhered to at all times for the duration of the session.
- Ensure all classes are conducted in adherence to CPA's Policies & Procedures.
- Keep up to date with all CPA's P & P.
- Adhere to the schedule of all workshops.
- ALL Teaching staff MUST inform the Operations Team if time off is required no less that 5 days in advance.



Application

To apply for this exciting position and to be a part of the CPA Youth Program, please address the following Criteria

***Applicants who do not address the selection criteria below and submit applications by the closing date will not be considered for the position.**

SELECTION CRITERIA

Please address in writing the following criteria in your application. It is desired that your application is no longer than three A4 pages at 12pt font.

Necessary Attributes

1. Ability to work afternoon/evening sessions and on weekends.
2. Excellent self-management skills and management of others.
3. An understanding of issues and celebrations of young people.
4. Demonstrated minimum three years of working in the professional creative industries and/or a graduate in performing arts from a recognized training institute.
5. Ability to work under instruction.
6. Ability to facilitate workshops independently and in collaboration with other personnel.
7. Demonstrated knowledge of contemporary theatre and/or performing arts.
8. Demonstrated experience with collaboration in a creative environment.
9. Be empathetic to the development of young people.
10. Ability to commit to the programs' timeline.

Desired Attributes

1. Knowledge and understanding of contemporary global literature, theatre, and film.
2. Resident of Mumbai.
3. Flexible hours.
4. Experience in (or qualified) training/teaching/facilitation skills.
5. A passion for the development of young people in theatre and arts.

Thank you for your interest in this position.