



JOB DESCRIPTION: Child Supervisor (*A Christmas Story*)

Department: Production

Reports to: Production Stage Manager

Start Date/End Date: September 27, 2024 – December 29, 2024

Salary Range: \$17/hr

Our goal is to be a diverse workforce that is representative, at all job levels, of the community we serve. Goodspeed Musicals is committed to creating an equitable, inclusive, and accessible workplace environment, and is proud to be an Equal Opportunity Employer. Women, non-gender binary/trans individuals, BIPOC (Black, Indigenous, and People of Color), and people with disabilities are **STRONGLY** encouraged to apply.

General Statement of Job Function:

The Child Supervisor for the production of *A Christmas Story* is on-site to supervise all actors who are minors (under 18) when they are not on stage, be the families' primary contact during the rehearsal process and production run, and work with the stage management team and Goodspeed production staff to make the production experience successful for the children, ensuring they have a positive experience during rehearsals. There will be between 8 and 11 child actors involved in the production.

Job Description:

- Monitor the drop-off and pick-up process of kids with families.
- Help the kids focus on any downtime during rehearsals on learning lines or doing homework.
- Help stage management maintain the schedule with the child actors.
- Comply with and help enforce Goodspeed policies regarding minors

Required Qualifications & Skills:

- Previous childcare experience
- Ability to treat confidential information with the utmost discretion.
- Respect for Goodspeed's mission and drive, including the understanding that the focus of our work is to support the artistic and creative process—and people—at the heart of making musical theatre.
- Exhibit interpersonal savvy, which includes relating comfortably to a variety of personalities; cultivating and maintaining positive relationships; employing discretion, diplomacy, and tact; seeking the positive in all situations.

- Comfortably and effectively cope with change and ambiguity, which includes effectively transitioning between tasks and timelines; identifying priorities and making good decisions with a minimum of information; staying relaxed and proactive when things are uncertain; confidently managing risk and uncertainty.
- A commitment to an equitable work environment, which includes use of gender inclusive language; support for individual gender expression, racial equity and inter-generational collaboration; accessibility for people with disabilities; and cultural sensitivity.
- Proven success working well as part of a team.
- Ability to problem-solve independently, often under pressure.
- Must possess a valid driver's license and a clean driving record
- Night and weekend work is required.

Preferred Qualifications & Skills:

- Previous stage management experience
- General knowledge of theater terms, practices, and etiquette.

To Apply:

To apply, please send a current résumé, 3 references, and cover letter stating how your qualifications, experience, and goals are a match for this position to: Chris Zaccardi, Resident Stage Manager czaccardi@goodspeed.org

Please include your last name and “Child Supervisor for A Christmas Story” in the subject line.

Goodspeed is an equal-opportunity employer committed to diversity in all aspects of its programming and organization.