

SPRINGFIELD LITTLE THEATRE

THE JUDITH ENYEART REYNOLDS SCHOOL OF THE PERFORMING ARTS FOR SPRINGFIELD LITTLE THEATRE

POSITION DESCRIPTION

POSITION: Summer Youth Programs Instructor

LOCATION: Springfield, MO

EMPLOYMENT TYPE: Part-Time, Seasonal

REPORTS TO: Youth Programs Specialists

COMPANY DESCRIPTION: Springfield Little Theatre is a community-focused organization dedicated to providing exceptional theatrical experiences and educational opportunities.

PURPOSE OF POSITION: Summer Youth Programs Instructors play a vital role in creating a safe, engaging, and well-structured environment for students in Springfield Little Theatre Education Department's annual Summer Youth Programs. Through quality theatre instruction, effective classroom management, and attentive student supervision, this position supports creativity, confidence, teamwork, and personal growth while helping deliver a fun, positive, and safe summer experience.

ESSENTIAL FUNCTIONS:

- Provide instruction to students in theatre-related disciplines, which may include acting, music, movement, choreography, performance preparation, and other assigned classroom activities.
- Maintain a safe, structured, and engaging learning environment through active classroom management, clear behavior expectations, and consistent supervision of students.
- Supervise students at all times during program hours, including classroom instruction, transitions, breaks, snack times, lunch periods, restroom breaks, and other assigned activities.
- Follow all Springfield Little Theatre child safety procedures, supervision standards, emergency protocols, incident reporting requirements, and professional boundary expectations.
- Support student growth by encouraging creativity, confidence, teamwork, discipline, inclusion, and positive participation in the learning process.
- Model professionalism, enthusiasm, kindness, patience, and appropriate conduct as a representative of Springfield Little Theatre and its Education Department.
- Collaborate with Program Leads, fellow instructors, staff, accompanists, choreographers, designers, volunteers, and other teaching artists to deliver a high-quality educational and theatrical experience.
- Assist the Program Lead in implementing daily instructional plans, rehearsals, activities, transitions, and student engagement strategies.
- Model and demonstrate movement and choreography, as assigned, in support of classroom instruction and rehearsals.
- Prepare for instruction as assigned, including reviewing materials, planning activities, and arriving ready to teach.



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- Maintain punctuality and reliable attendance, including timely arrival, participation in staff meetings, and readiness to perform assigned duties throughout the workday.
- Maintain communication with Summer Youth Programs staff and stay informed of daily schedules, updates, and expectations through designated Springfield Little Theatre communication channels.
- Ask questions and seek clarification in advance when expectations, materials, student needs, or procedures are unclear.
- Must be available for assigned summer program dates, training, staff meetings, performances/showings, and limited prep or set-up obligations as scheduled. Early mornings or weekend hours may be required.
- Maintain accurate awareness of and compliance with parent communication procedures, including referring discipline concerns and sensitive matters to appropriate full-time staff as directed.
- Successfully complete and maintain all required pre-employment screening, including a satisfactory background check.

SECONDARY FUNCTIONS:

- Encourage positive peer relationships and help cultivate a welcoming, inclusive classroom culture that supports student connection and continued artistic growth.
- Promote awareness of Springfield Little Theatre programs, classes, productions, and other Education Department offerings in a positive and mission-aligned manner.
- Represent Springfield Little Theatre in a professional, positive, and mission-aligned manner.
- Assist with snack preparation, snack distribution, and monitoring students during snack time, as assigned.
- Assist with crafts, activities, and related set-up and clean-up duties, as assigned.
- Maintain the cleanliness, organization, and readiness of classrooms and shared spaces, including daily trash removal, resetting materials, and assisting with end-of-day cleaning responsibilities.
- Help identify facility, supply, or maintenance concerns and communicate them to appropriate staff.
- Remain knowledgeable about basic program procedures, daily operations, and staff points of contact in order to support smooth camp operations.
- Support special activities, performances, showings, check-in/check-out processes, and other operational needs of the Summer Youth Programs, as assigned.
- Perform other related duties as assigned in support of Springfield Little Theatre Education Department summer programming.

GENERAL REQUIREMENTS:

- Previous theatre experience is required.
- Experience in arts education, classroom leadership, youth instruction, or student management is preferred.
- Coursework in education or progress toward an education degree is a plus.
- Prior experience related to child supervision, student safety, or youth programming is a plus.
- Ability to lift and carry up to 40 pounds.
- Ability to navigate stairs and move throughout multiple Springfield Little Theatre facilities as needed.



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- Frequent standing, walking, bending, kneeling, and active engagement with students.
- Ability to move quickly in response to student needs or emergencies.
- Ability to work indoors across multiple facilities and classroom/performance environments.
- Friendly, approachable, and professional demeanor.
- Energetic, creative team player with a high level of enthusiasm.
- Passion for arts education and live performance.
- Ability to work diplomatically, exercise sound judgment, and interact with students, families, and colleagues with maturity and professionalism.
- Ability to work both collaboratively and independently, including confidence in managing assigned responsibilities without direct supervision.
- Strong organizational skills, dependability, and initiative.
- Commitment to creating a safe, positive, and engaging environment for students.

COMPENSATION:

Hourly rate of \$15.00–\$19.00, commensurate with experience.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT:

Springfield Little Theatre provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, marital status, or military status in accordance with applicable federal, state, and local laws (collectively, “protected characteristics”).

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or perform the job for which you are applying.

Interested applicants should submit a resume and cover letter to Youth Programs Specialist Laura Forst for consideration at lfrost@springfieldlittletheatre.org.

