



## **Part-time Teaching and Program Assistant for International Student Program – *Arts & Entertainment***

Au Pair Weekend is seeking energetic individuals to assist with an intensive *Arts & Entertainment* program in Los Angeles for international students/au pairs. We are seeking individuals with experience in the fields of entertainment and the arts who are interested in working as part of a team within an intensive weekend class educational setting.

Please send resume and cover letter ASAP to Jared MacDonald at [info@aupairclasses.org](mailto:info@aupairclasses.org). Recruitment is ongoing.

### **Teaching & Program Assistant Overview**

- Work 4 weekends per year on an hourly basis (the courses are held Friday morning through Sunday afternoon with a possible staff meeting before each weekend class).
- Facilitate in-class presentations, creativity-based activities, and group discussions.
- Lead student groups on the out-of-class educational and community excursions, including walking tours, museum visits, and other activities relevant to the performing and visual arts.
- Track and monitor students for attendance and assignments.
- Assist as needed with pre-weekend organization, inventory, and prep prior to each weekend course.
- Assist throughout the weekend as needed with various tasks including check-in, logistical details, food preparation, and clean up.
- Work closely with the logistical manager, assisting with shopping before or during the weekend, arranging food orders, and making reservations for museums, tours, buses, etc.

### **Requirements and Preferences**

- Experience working within the fields of arts and entertainment preferred, including performing arts (drama, TV/film, music) and/or visual arts (art, architecture, photography).
- Organized and ability to lead students both in and out of the classroom setting.
- Passion and enthusiasm that brings energy to the program.
- Ability to take initiative and modify approach to the needs of diverse students.
- Bachelor's degree in related field preferred, while current students are also considered.
- Teaching and other classroom and conference or event planning experience strongly preferred.
- International experience preferred, ideally living abroad experience.
- Familiarity with excursion locations strongly preferred: Westwood/UCLA campus, Downtown L.A., Hollywood, etc.

### **Course/Work Schedule**

The next course date is December 8-10, 2017. There will be four weekends per year starting in 2018. Weekends in 2018, and moving forward, will likely be held June 14-16, August 10-12, October 5-7, and December 14-16, 2018.

Weekend class hours are as follows: Friday 11 am - 9:30 pm (staff arrives by 8:30 am); Saturday 9 am - 9:30 pm; Sunday 9 am - 4 pm (staff to leave 5:30 or 6 pm). Teaching assistant hours during the weekend may vary.

### **Compensation**

Teaching and Program Assistants are hired initially on a trial-basis as independent contractors (1099) and are paid on an hourly basis for work completed. Hourly rate begins at \$16-18/hr, DOE, and up to \$50/weekend for travel and food reimbursement. An annual increase of \$1/hr is provided, and other adjustments considered as additional responsibilities are taken on. Staff reviews will be conducted on an annual (or more frequently as needed) basis, at which point the current compensation plan and job description will be reviewed and modified on an as needed basis. For more information about Au Pair Weekend, see our website: [www.aupairclasses.org](http://www.aupairclasses.org)