

## **Artist in Residence (AIR) -**

Metropolitan Performing Arts is expanding its leadership team to include an Artist in Residence to aid in the realization of MPA's season 13 academy classes and performances. This is a position for someone who has the desire to be hands-on in the development of a growing nonprofit organization. The ideal candidate would be detail oriented, organized, have experience both on and off the stage, be happy to work within the Queer community, be excited to work with children and volunteers, and have exceptional communication skills that will help elevate the organization to be a leader in the industry.

Moving into our 13th season, Metropolitan Performing Arts is a non-profit theater education and performance company, dedicated to enriching the southwest Washington community by nurturing a lifelong passion and appreciation for live arts. We do this through; involving, cultivating, nurturing and enhancing. This position will start with an hourly pay rate of \$20.00 with the potential to teach weekly classes at a separate contracted hourly rate. The Artist in Residence is a part-time position with an ideal range of 10-15 hours of work per week. This work is done on site at Metropolitan Performing Arts.

### **Skills and Abilities Needed:**

- Experience with arts education
- Experience with all aspects of theater performance
- Ability to manage your own time
- Ability to juggle multiple tasks and priorities
- Ability to communicate with clarity and kindness with people of all walks of life
- Ability to work collaboratively, take direction, and meet deadlines
- Desire to foster creative projects and grow our volunteer support team
- Ideal candidate would have a degree or experience in the theater arts and/or children's education

### **Job Duties:**

- Staffing during activities as needed
- Front of house (FOH) for all productions and shows with volunteer help for box office, concessions, bar, ushers
- Assisting with the day to day operations of the Educational programming and all theater production
- Assisting the Educational Director with staff and faculty needs; i.e. locating needed materials, sourcing equipment, and copying classroom materials (with the help of volunteers)
- Communicating with volunteers to assist in day to day and performance related tasks
- Communicate with the Academy Board chair
- Communicate with Stage Manager for production needs and repairs
- Maintain rental space with assistance of volunteers
- Maintain classroom spaces with assistance from volunteers
- Assist in finding performance sites for travel troupe, theater in the park performances and young adult outreach
- Run a company of community members (young adults) for school outreach with volunteer assistance
- Answer phones and cover the attendance desk when needed

**Schedule:** This position is 10-15 flexible hours per week. Flexibility in schedule based on organization and employee needs. All work is done on site at MPA. Nights and weekends will most likely be required.

**Desired Start Date:** September 1st, 2022 with the possibility of some training hours in August 2022

**Compensation:** \$20.00/hour

**Benefits:** Free access to all MPA workshops, classes, performances, events and activities

**Commute:** Candidates should have reliable transportation to 6403 E Mill Plain Blvd. Vancouver, WA

**COVID-19 Considerations:** All MPA employees are required to have a Covid-19 vaccine and booster. Masks are recommended but not required during shows and when working with others in the space. Our space has an air filtration device.

## **HOW TO APPLY**

Submit a current résumé, 2 references and your responses to the prompts below through the medium(s) that allow(s) you to express yourself most comfortably and completely (video, audio recording, and/or writing).

- Tell us about the scope of your experience and if you have areas of focus or specialization.
- Is there a particular kind of work that most interests or excites you?
- If you have experience specifically in theatre with youth, or business, what are the unique opportunities and/or challenges?
- And most of all, we want to hear about you, who you are as a human being and a theatre professional, and what conditions make it possible for you to thrive and do your very best work.

Please submit to [KrisHeller@MetropolitanPerformingArts.org](mailto:KrisHeller@MetropolitanPerformingArts.org) including “AIR Hiring Call [Your Name]” in the subject line. We prefer if you send all supporting documents as a single PDF. Recordings can be sent as a file or a link to Dropbox, Google Drive, or YouTube. **Please also include 2 references.**

**Interviews will start early August 2022**

*MPA is an equal opportunity employer. We will not discriminate against anyone on the basis of age, gender, marital status, physical/mental ability, race, religion, or sexual orientation. We seek to actively promote diversity in everything we do.*