

Northlight Education Apprentice

Job Title: Education Apprentice
Type: Seasonal, Hourly Temporary Non-Exempt Position
September 2024-Mid June 2025

Overall Description: Working under the supervision of the Education Manager and Artistic Programs Manager, and Lead Teaching Artist cohort as assigned, the Education Apprentice will act as an assistant for Northlight residencies in partnership with Chicagoland Schools and Community Organizations, support the Education and Community Engagement department administratively, and engage in professional development to develop Teaching Artist and Arts Administration skills. Theatre Artists with an interest in entering Arts Education Field, Emerging Teaching Artists, and undergrads and recent graduates with an interest in arts education, teaching artistry, and arts integration should apply.

Responsibilities include but are not limited to:

- Working directly with CPS, Evanston, Skokie, and Chicagoland area youth or adult learners to support Northlight residencies.
- Regular communication with Northlight Education Staff and Lead Teaching Artist regarding status of program and any necessary evaluations.
- 2-3 hours a week assisting residencies, days/times as scheduled (subject to change based on program).
- 2-3 hours a week performing administrative projects and/or event support
- Assistant with residency programs by providing support in the classroom and planning curriculum with Northlight Teaching Artist.
- Attend Northlight Teaching Artist training, as applicable.
- Support Education and Community Engagement events such as Student Matinees and Accessible performances.

Qualifications:

- An introductory knowledge and passion for arts education.
- An interest in working with youth or adult learners.
- Excellent writing and organizational skills.
- Ability to practice patience and flexibility in a classroom environment.
- Ability to work collaboratively, engage in a feedback process, and adjust practice accordingly.
- Access to a car is not necessary, but very helpful.
- Northlight seeks to provide supported programming for all of its students. Those with previous experience with ESL and neurodiverse learners are encouraged to apply.
- Applicants who accept an offer of employment for any position that involves supervising minors will be required to submit to a criminal background check prior to beginning work. These offers of employment are conditioned on receipt of a background check report that is acceptable to Northlight.

Compensation: See below for a description of a typical pay scale.

- \$22/hr in person instruction time
- \$18/hr teaching prep time, administrative projects, and event support
- Travel reimbursement based on current IRS rate when measuring round-trip mileage from Northlight Theatre (for 2024-2025 school year \$.67 per mile)
- Comp tickets for Northlight Theatre productions

Teaching Artist Training Dates (Mandatory):

- Fall Training: Wednesday, September 11 & Thursday, September 12, 2024

How to Apply: Qualified candidates should send a cover letter and resume with relevant experience via email to humanresources@northlight.org. No phone calls please.

- Applications will be accepted on a rolling basis.
- Priority will be given to applications received by **Friday, August 12.**

As an equal opportunity employer, Northlight Theatre hires outstanding individuals into every position in the company. People who work with us have a high degree of engagement, a commitment to working effectively in teams, and a passion for the company's mission. We place the highest value on creating a safe environment where our employees can grow and contribute, and refuse to discriminate on the basis of race, color, religious belief, sex, age, disability, national origin, alienage or citizenship status, marital status, partnership status, caregiver status, sexual and reproductive health decisions, gender identity or expression, or sexual orientation. Reflecting our commitment to be an inclusive and accessible employer, we welcome applications for all open positions from a diverse applicant pool that reflects our community and programming.

Check out our education programs at northlight.org/education.