



Performing Arts Teaching Assistant

Assistente de Classe em Artes Performáticas

Department Departamento	Performing Arts
Immediate Superior Superior Imediato	Middle School Principal

Primary Purpose of the Position Principal propósito da Vaga	The Performing Arts Assistant supports the Performing Arts (music and theater) classes and events.
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Principle Duties and Responsibilities Principais Funções e Responsabilidades	<ol style="list-style-type: none"> 1. Setting up, and maintaining equipment: The assistant helps set up musical instruments, audiovisual equipment, and other resources required for lessons. They ensure that instruments are in good condition, properly tuned, and ready for use. They may also assist in organizing sheet music, sheet music archive, lesson materials, and other teaching aids. 2. Providing assistance with instrument rental control, theater props/costumes, inventory management, and storage. 3. Assisting with classroom management: The assistant helps manage student behavior and maintains discipline within the classroom. They may help the teacher in monitoring student activities, ensuring students follow instructions, and maintaining a productive and respectful learning environment. 4. Providing individual support: The assistant may work with individual students or small groups, providing extra guidance and support as needed. This could
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	<p>involve helping students with instrument practice, offering feedback on performances, or providing additional instruction on specific concepts or techniques taught by the teacher. However, their responsibilities do not involve, in any way, instructional design and planning, assessment strategies, or direct communication with parents.</p> <p>5. Accompanying students: In a music classroom, students may have opportunities to perform or practice with accompaniment. The assistant may assist in accompanying students on the piano or other instruments during rehearsals or performances.</p> <p>6. Assisting during lessons (music and theater): The assistant may help the teacher during lessons by demonstrating musical techniques, leading warm-up exercises, or assisting with group activities. They may also provide technical assistance with props, audiovisual equipment or integrated technology.</p> <p>7. Grading and record-keeping: The assistant may assist the music teacher in grading assignments, tests, or performances. They may help maintain student records, attendance sheets, or other administrative tasks related to student assessment.</p> <p>8. Supporting extracurricular activities: Music classroom assistants may also assist with extracurricular activities such as music clubs, plays, musicals, ensembles, or school performances.</p> <p>9. For events such as performances, the assistant is responsible for complete stage management, from setup to breakdown, and the handling of all music equipment throughout the event. This includes coordinating transportation, installation, storage, and dismantling of gear. Set-up duties may begin as early as 7:00 am. During performances, the assistant supports any operational needs, such as tuning instruments, managing students in the audience, and assisting with sound and lighting requirements.</p> <p>10. The music assistant may be requested to cover Upper School music lessons in case the teacher is absent.</p>
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Certifications and Education	Required / Necessários
	<ul style="list-style-type: none"> • Bachelor´s Degree in Music (Bacharelado em Música)
	Desired / Desejáveis
	<ul style="list-style-type: none"> • Undergraduate Degree in Music Education (Licenciatura em Música)
Certificados e Diplomas	

Experience	Required / Necessários
	<ul style="list-style-type: none"> • Experience with Setting up, and maintaining Strings, Wind and Percussion Instruments. • Experience with Music Sheet Organization. • Experience working in a classroom environment, particularly in a support role, assisting with classroom management and contributing to maintain discipline and creating a positive learning environment. • Experience providing individual instruction in music would help in providing extra guidance and support to students. • Experience on playing musical instruments for Accompanying students.
	Desired / Desejáveis
	<ul style="list-style-type: none"> • Familiarity with audiovisual equipment and integrating technology into lessons would be valuable. • Experience with sound systems, recording equipment, or multimedia presentations would be beneficial in providing technical assistance during lessons. • Understanding of theater needs, like prop and costume procurement and organization
Experiência	

Knowledge, Skills and Abilities	Required / Necessários
	<ul style="list-style-type: none"> • Excellent organization Skills • Good communication skills • Proactive approach • Advanced English • Play a musical instrument • Able to read music • Affinity for theater arts and production
	Desired / Desejáveis
Conhecimentos e Habilidades	

	<ul style="list-style-type: none"> • Play a musical polyphonic instrument like Piano or Guitar.
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Personal Attributes Características Pessoais	Required / Necessários
	<ul style="list-style-type: none"> • Good collaboration skills • Being Organized • Being proactive • Solution oriented • Self-disciplined • Communicative
	Desired / Desejáveis