



## **Puppeteer - Temporary**

(Program Assistant I)

General recruitment

<b>Status:</b>	One part-time position available; up to 12 hours/week; starts mid-September
<b>Department:</b>	Sustainability Center
<b>Work location:</b>	Metro Regional Center – 600 NE Grand Ave, Portland
<b>Pay:</b>	\$14.77/hour, no benefits
<b>Duration:</b>	Approximately nine months; not to exceed 1044 hours
<b>Application deadline:</b>	Application materials must be received by 4 p.m., September 10, 2010

### **Position summary**

The person in this position will perform educational puppet shows for K-3<sup>rd</sup> grade students at metro-area elementary schools. The ideal candidate will be a creative, energetic, upbeat and outgoing person, available to work up to 12 hours per week on Mondays and Wednesdays, depending on demand for presentations.

### **Duties include:**

- Perform educational puppet shows about waste prevention & recycling, composting and natural gardening for grades K-3 audiences in educational settings
- Transport and set up stages, props, puppets, etc. for performances
- Assist with maintenance of stages, props, puppets, etc.
- Maintain records on puppet show and participant numbers
- May assist with marketing, scheduling, confirming presentations with teachers
- Perform other related duties as assigned

### **Knowledge, skills and abilities**

- Ability to memorize and perform scripts; some singing required
- Ability and willingness to be dramatic in puppet shows
- Knowledge of and commitment to waste reduction
- Ability to maintain records and schedule events
- Good speaking and youth management skills
- Organized and able to work independently
- Cooperative manner and able to work well as part of a team
- Physical ability to perform duties, including lifting and carrying program materials up to 40 pounds
- Have appropriate appearance and demeanor for working in schools with youth

### **Requirements**

High school diploma or GED (Bachelor's degree in science or education preferred) and one year of experience working with or performing for youth in an educational setting; or any combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job. Requires driving Metro vehicle to and from off-site locations. Must have valid driver's license and good driving record.

## To apply

Send your resumé and a cover letter to the e-mail address listed below. In your cover letter, describe your experience in performing or presenting educational programs for youth and your knowledge of and commitment to waste reduction.

**E-mail:** [freda.sherburne@oregonmetro.gov](mailto:freda.sherburne@oregonmetro.gov)

(preferred)

Please include the word "Application" in the subject line of your e-mail. Attachments must be in MS Word or PDF format.

**Mail:**

Metro – Freda Sherburne  
600 NE Grand Ave, Portland, OR 97232

## Follow-up

After the application deadline, you can find out the status of this position by clicking on the Recruitment Status Updates link at [www.oregonmetro.gov/jobs](http://www.oregonmetro.gov/jobs).

**An Equal Opportunity/Affirmative Action Employer**