

**KIDS ON STAGE**P.O. Box 3664 tel 310.314.0035
Santa Monica, CA 90408 fax 310.581.9331
www.kidsonstage.com kidsonstageLA@verizon.net

ADMINISTRATION EMPLOYMENT APPLICATION

GENERAL KOS INFORMATION:

Established in 1987, Kids On Stage is a well known, highly acclaimed theater arts company for kids and young adults ages 1-18 years. Our programs include classes, camps, workshops, parties, school enrichment programs, and custom classes.

There are many opportunities at Kids On Stage. Please take the time to look over the position requirements and look through our website before you apply: www.kidsonstage.com Please be honest while filling out this application.

ADMINISTRATION POSITION *only when applicable:*

Typically part-time including phone sales/office manager/production assistant

Looking for someone sharp, organized, can-do attitude, patient, team player, energetic to join our company.

Ideally lives on the Westside of Los Angeles. Office is located in Santa Monica.

If you do not like building relations on the phone and basic administration do not apply. Must be able to commit to a minimum of one year. Must like kids and being around kids.

EVERYDAY DUTIES INCLUDE BUT ARE NOT LIMITED TOO:

- ❖ Answering phones and providing excellent and patient customer service between usually between the *hours of 9:30-4:00 (subject to change based on needs)*. Need to be here during those hours Monday-Friday
- ❖ Consistent and pro-active Class and Camp support.
Getting to know parents and children and maintain and updating class lists and any KOS business needed
- ❖ Coordinating and booking parties.
- ❖ Continued communicating all business and client needs to Business and Creative Directors.
- ❖ Marketing & Advertising- Always looking for new places to advertise and great family groups to be a part of-making recommendations to the Business and Creative Directors
- ❖ Research project such as; promotional costs, prop and costumes, equipment and software, art projects, construction estimates, office and theater space, etc.
- ❖ Creating, connecting and maintaining relationships with both clients and vendors.
- ❖ Handling mailings and promotional material distribution.
- ❖ Create and maintain all class/camp enrollment and attendance lists.
- ❖ Assist in compiling resumes, conducting initial phone interviews and scheduling group interviews.
- ❖ Occasional childcare even possible help in classes if necessary
- ❖ Occasional in-class/camp assistance *in an emergency*
- ❖ Assist in maintaining our workstudy parent obligations.
- ❖ Responsible for phone logs & keeping mailing list current.
- ❖ Helping maintain all database needs, including email lists
- ❖ Filing and general organizational tasks
- ❖ Purchasing and organizing office supplies
- ❖ Running errands *when necessary*- copying scripts, picking up mail, transporting props, etc.
- ❖ Any office needs

PRE-REQUISIT BEFORE APPLYING FOR ADMINISTRATION POSITIONS:

- ❖ 1-2 years minimum comparable administrative experience.
- ❖ Must LOVE Administration type office desk works. Researching, imputing, including friendly and approachable on the phones
- ❖ Must not mind different supervisors calling upon you and needing things
- ❖ Can handle both stress and slow times
- ❖ Proficient computer knowledge: mac & pc, microsoft office (word/excel), quark express, photoshop, act database, quickbooks and more.
- ❖ Very organized
- ❖ Reliable transportation is a must.
- ❖ Love working with and around kids.
- ❖ Feel comfortable working in a home office type environment (kids present at times)
- ❖ Multi-tasker and ability to switch gears on a moment's notice

Pre-Requisit Continued Next Page

Pre-Requisit Continued

- ❖ Great at self-prioritizing, pro-active in helping others
- ❖ Not take thing personally as well as have a voice in new ideas and protocols
- ❖ Great at trouble shooting and problem solving.
- ❖ Team player
- ❖ Excellent communication skills and ability to work well around others.
- ❖ Willing to do local errands deliver or pick up various items is necessary.
- ❖ Must have a can do, optimistic attitude! Can leave personal stuff at the office door.
- ❖ Ideally very comfortable with office equipment (fax/copiers/printers, computers etc.)
- ❖ Love kids, being around kids and even an occasional bit of chaos
- ❖ Must have a can do, optimistic attitude! Can leave personal stuff at the office door.
- ❖ Comfortable with various office equipment (fax/copiers/printers etc.)
- ❖ Loves kids and being around kids and some chaos

Pay: Lower training fee for approximately 3-6 months-
Pay depends on experience and office needs

As well....

TEACHING POSITIONS AVAILABLE: See Teaching Application

Please make sure to reach the pre-requisit before applying to make sure you are applicable

- Lead & Assistant Teachers
- Musical Director
- Accompanist
- Choreographer
- Voice
- Specialists
- Jr. Counselors
- Volunteers

After reading the above pre-requisites, please fill out the application in and either fax, email or mail to our office at:

FAX: 310-581-9331

EMAIL: kidsonstageLA@verizon.net

MAIL: Kids On Stage, Inc. PO Box 3664, Santa Monica, CA 90408

PRINT AND FAX THE NEXT 4 PAGES.



KIDS ON STAGE

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EMPLOYMENT APPLICATION

POSITION APPLYING FOR: _____ **APPLICATION DATE:** _____

HOW DID YOU FIND US (Craigslist, friend, internet, Other (be specific): _____

PERSONAL INFORMATION: *All information is strictly confidential and for KOS purposes only.*

Name Social Security Number

Permanent Address No/Street City State Zip

Phone Number Cell Number Email

Birthdate

If you are not a citizen, what is your authorization to be employed?

Do you have any job related limitations? Yes No If so, describe in full:

Have you applied with us before? Do any relatives or friends work here?

Where do you currently work? _____ If yes, are the hours and days flexible? Yes No

EDUCATION

High School Name & City/State Year of Graduation Diploma Major

College/University

Other/Trade School/Licenses, Etc.

Are you currently in school? Yes No If yes; School name and location _____

Days _____

Hours _____

EMPLOYMENT HISTORY (please list by most current)

For most current please list whether it is part or full time and your hours

From/To	Employer Name, City, State & Phone	Position	Salary
1.			
2.			
3.			
4.			

ADDITIONAL QUESTIONS:

Availability to begin (start date):

Are you available on the weekends?

Are you interested in working with us at parties on the weekend?

Can you begin training immediately? Yes No If no, when is the soonest you can begin?

YOUR EXPERIENCE:

Just to get to know you- * means not mandatory Please be specific about what and how much experience?

Computer Knowledge: PC MAC (How well?) _____

Computer Programs you know well: Quickbooks, Excel, Word, Web savvy, ACT, QuarkExpress, Adobe Photoshop

Other: _____

Technically savvy (can trouble shoot computer or other equipment problems?) Yes No

Explain: _____

Phone Skills _____

Information Retention _____

Organization Skills _____

*Web and Graphic Design Skills _____

Promotion and Advertising experience (be specific) _____

Web and other resource research _____

Why are you interested in this job? Anything else you may want to tell us:

I certify that all statements to be true and correct and authorize the investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal.

DATE

SIGNATURE OF APPLICANT

DO NOT WRITE BELOW THIS LINE - PERSONNEL DEPARTMENT USE ONLY!

Interview Dates

Remarks

Start Date

Job Title

Department

Rate/Salary

Shift

