



**PROVIDENCE
PERFORMING
ARTS CENTER**

Job Title: Part-Time Adjudicator, Education
Company: Providence Performing Arts Center
Location: Providence, R.I.
Department: Education
Reports To: Director, Education
Job Type: Contract
Posting Date: 7/7/2022
Last Updated: 7/6/2022

ABOUT US

PPAC is a world class venue located in the heart of Providence's arts and entertainment district; it is the second largest theatre of its kind in the country.

POSITION OVERVIEW

The Education Department of Providence Performing Arts Center is seeking dynamic individuals with a background in musical theatre/theatre/dance/choreography/directing/theatre education/ music education and technical theatre to serve as part time adjudicators for our Ocean State Star Awards program. Reporting to the Director of Education, the adjudicators will serve as theatrical reviewers for high school musical theatre productions that register to participate in our new statewide and beyond program. Our program is modeled after the Tony Awards® and is a feeder program to the National High School Musical Theatre Awards "The Jimmy Awards," in New York City.

The Ocean State Star Awards will provide adjudication for participating high schools located in Rhode Island and up to 20 miles into Massachusetts, from Providence Performing Arts Center. Adjudicators are responsible for evaluating high school musical theatre productions. Evaluations must consist of educationally focused feedback and scoring. We know Adjudicators are busy people, and we ask you to commit in advance to adjudicate when you are available. Our requirement is that each Adjudicator evaluate a minimum of three (3) high school musical theatre productions for the 2022-23 season. Adjudicators may evaluate more shows based on scheduling, conflicts of interest, and the number of schools that register for the program.



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Ocean State Star Award Adjudicators are key to the education, encouragement, and recognition within the program; attendance at training sessions before reviewing shows is required. Please note that this position is very part-time and there is no minimum guarantee of hours each week.

POSITION SUMMARY

RESPONSIBILITIES

- Attend assigned high school musical productions and take notes on the school's accomplishments and areas for growth.
- Must arrive 10 – 15 minutes prior to the assigned production, as you should be taking notes on their Front of House, Box Office, Usher Staff, and overall experience entering the theatre and the world of the story.
- Complete the provided electronic adjudication form and nomination scoring form following the production.
- All adjudications must be completed and submitted within 7 days of seeing the production unless it is the end of the season. At the end of April, you will only have 24-36 hours to complete your adjudication.
- Attend a mandatory adjudicator training session prior to the season starting. There will be two dates to choose from – Saturday, September 10, 2022 – 2- 3:30 PM or Wednesday, September 28, 2022 – 5:30 – 7 PM.
- Attend the end of the year score tally meeting on Wednesday, May 3, 2023 @ 5:30 PM when the school winners are revealed to the adjudicators and discussed.

KNOWLEDGE & EXPERIENCE

- Hold a BA, BS, or BFA in Theatre, Education, Educational Theatre, Applied Theatre, Technical Theatre, or related field, or have equivalent performance/theatre background and/or experience.
- Have experience writing thoughtfully, and eloquently.
- Have experience giving theatrical feedback that is positive for the recipient.
- Have experience working on a play or musical in the professional or semi-professional setting
- Possess strong time-management skills; be punctual and reliable.



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- Demonstrate respect for all students, teachers, and administrators participating in the program, and offer a superior level of professionalism, customer service, and positivity.
- Availability in the evenings and on weekends to see high school musical productions throughout the state of Rhode Island and 20 miles into Massachusetts. (If you are limited to certain areas of the state, we can work with that as long as you can still attend the training.)
- Proficiency with Microsoft software/applications.
- Outgoing, people-oriented person with strong written, verbal, organization, analytical and interpersonal skills.
- Strong attention to detail.
- **Must provide own transportation (valid driver's license)**

**HONORARIUM IS BASED ON PRODUCTION ASSIGNMENT AND RANGES FROM \$50 - \$75
PER PRODUCTION BASED ON LOCATION OF SCHOOL**

HOW TO APPLY

Please send resume to:
Dana Brazil
Director of Outreach & Engagement
220 Weybosset Street
Providence, RI 02903
or email: dbrazil@ppacri.org