

# JOB OPENING @ ACTING SCHOOL KIDS ON CAMERA™

TV/FILM ACTING SCHOOL ☆ 27th YEAR ☆ 2008

**Administrative Assistant – Part-Time - East Bay/Pt. Richmond**

**JOB DESCRIPTION & OUR PURPOSE:**

General office and strong computer skills, proof reading and excellent phone communication skills. Computer skills are required for data base entry and detail work. Work with Mac computers in a quiet home office environment with a small staff.

Are you familiar with file maker pro data base management program?

Our awarding winning programs enhance communication skills, build confidence, and teach TV commercial and film acting, voiceover, improvisation and audition skills to age 4-18. Success stories include the voice of Andy in TOY STORY, an Emmy Award winner and many more.

**DIRECTOR/FOUNDER: JUDY BERLIN**

**LOCATION: East Bay in Pt. Richmond. We prefer applicants to have transportation and live *within 30 min. driving time* from the office.**

**STARTING DATE: Mid - August or September.**

**TO APPLY: Include a resume and letter describing your work experience and two references. Tell us why a part-time job fits into your lifestyle.**

Fax, mail, or e mail. Mail to: P.O. Box 70862, Pt. Richmond, CA 94807

e-mail [info@kids-on-camera.com](mailto:info@kids-on-camera.com) Fax: 510-232-1237

---

**HOURS: 10-18 HRS PER WEEK • PART-TIME - WEEKDAYS – TUES-FRI PREFERRED**

**Flexible hours arranged, 10:30AM-5PM or 12PM-6PM. 2 to 3 days per week.**

The job includes six weekends per year at our school location in San Francisco.

Weekends in Fall '08: Sept. 28, 11AM-5:30PM, Oct. 11, 8:30AM-1PM, Oct 12: 9AM-6:30PM

**WAGES/COMPENSATION is NEGOTIATED, BASED ON EXPERIENCE & PERFORMANCE.  
PLEASE INCLUDE YOUR DESIRED SALARY RANGE IN YOUR COVER LETTER.**

**INFORMATION:**

Phone 415-440-4400, M-F, 11:00AM-6:00PM, Judy Berlin, Director

**CHECK OUT OUR WEBSITE: [www.kids-on-camera.com](http://www.kids-on-camera.com)**

**Call for a FREE newsletter and learn more about us! (415) 440-4400**

7/30/08