

JOB OPENING @ KIDS ON CAMERA TV/FILM ACTING SCHOOL

Administrative Assistant –Part-Time @ Children’s Acting School

Roles and Responsibilities: We seek a candidate with excellent computer and organizational skills. The job entails attention to detail with data base entry, proof reading, and registering people for workshops. We seek an individual who likes interacting with people, has excellent phone communication skills, and who is creative and resourceful.

Mac computers are used in a quiet home office with a small staff. Familiarity with file maker pro is advised but not required. The home office has lots of light and views of the bay and offers use of a kitchen.

Kids on Camera TV/Film Acting School is an awarding winning school celebrating 27 years in business. We enhance communication skills, build confidence, and teach TV and film acting, voiceover, improvisation and audition skills to age 4-18. Success stories include an Emmy winner and the voice of Andy in *TOY STORY*.

VISIT website at www.kids-on-camera.com

TO APPLY fax, mail or email a resume and a cover letter including references. Tell us why this part-time job fits into your lifestyle.

Compensation will be based on skills, experience, performance and aptitude. Please include your desired salary range.

We prefer applicants to have transportation and live within 30 min. driving time from the office.

HOURS: Flexible hours. 15-20 hrs arranged on 2-3 weekdays from approx. 10:30AM-5:00PM or 12:00PM-6PM. Eight weekends per year are required at the school site in San Francisco.

LOCATION: Point Richmond. For an East Bay resident or a quick trip from Marin on the Richmond bridge. PO Box 70862, Pt Richmond CA 94807

STARTING DATE: Immediately in April or May

FAX: 510-232-1237

E-MAIL info@kids-on-camera.com

4/4/08 TO KOC