

JOB DESCRIPTION FORM

JOB TITLE: PRESENTER

EMPLOYMENT STATUS: FULL-TIME SALARIED

FULL-TIME CALENDAR: Monday through Friday

*This is a school-year position with fully booked calendars October through mid-June. There is no work from mid-June through September each season.

STARTING COMPENSATION: \$3,000/month (Oct. through mid-June)

MEDICAL BENEFITS: Gold plan offered after 90 days
Premiums paid 100% by CWE

*Medical benefits will continue to be covered 100% by CWE through the non-working months of mid-June through September for employees returning in October each season.

DAILY MILEAGE REIMBURSEMENT: IRS rate

*Employees are responsible for turning in monthly expense reports for reimbursement.

OVERNIGHT TRAVEL REIMBURSEMENT: \$31/day meal stipend
Sunday or holiday travel addtl. \$50.00
Lodging at pre-determined limit

TRAINING RATE: \$115.00/day (10 days)

*Initial training is 10 days at the CWE offices in Tustin, Ca. Upon completing initial training, position is paid salary.

PAID HOLIDAYS: School holidays during season

*Presenters receive two weeks paid for Christmas/Winter break (Unless it falls during a training period) and additional days for school holidays throughout the season. Presenters do not have Spring break off. Calendars are booked during this time.

TYPICAL LENGTH OF WORK DAY: 6-9 hours/day

*Presenters arrive to the school one-hour prior to the first presentation to set up display/equipment. Most presentations are scheduled to begin between 8:00am-9:00am. A presentation is 2.5 hours in length and we can accommodate 2 presentations in one day with a 30-60 minute break in between presentations to re-set equipment and eat lunch. Presentations typically end between 2:00pm-3:00pm.

EDUCATION, TRAINING, AND/OR WORK EXPERIENCE IN THE FOLLOWING:

- Speech: Including public speaking, theater arts, or communications
- Teaching: Including substitute teaching, teacher aid/assistant, or coach
- Performance: Including actors, musicians, comedians, waiters/waitresses, or cheerleaders

JOB DESCRIPTION FORM

BASIC JOB DESCRIPTION OF PRESENTER

To moderate up to two interactive history presentations daily, each lasting 2 ½-hours, and as many as 10 per week to students at the elementary school levels of 4th, 5th, and 6th grades. These presentations are to be performed at various public and private school locations within a Presenter's region/area in California as well as travel outside of a given region/area. Thus, the Presenter must live in one of the regions/areas of which CWE is hiring. The required daily travel entails a drive time of anywhere between 30 minutes – 2 hours one direction. There will also be overnight travel to areas outside of presenter region.

A teaching credential is not required but employee must possess the qualities as stated in this job description in order to be considered.

Employee will be well trained and must maintain a working knowledge of 3 presentation scripts: Walk Through California for 4th graders, Walk Through the American Revolution for 5th graders, and Walk Through the Ancient World (focus on Egypt, Greece, & Rome) for 6th graders.

Benefits include an opportunity to perform daily, to motivate children, to develop personal creativity, and to work independently as a professional performer and educator.

Duties not directly related to presenting are also required. These include the following:

- Filling out online school reports
- Maintaining monthly expense reports
- Making travel arrangements
- Regular communication with CWE office staff
- Attendance at all meetings
 - pre-scheduled monthly staff meetings
 - quarterly manager meetings
 - One end-of-year review meeting
- Meeting any assignment deadlines for ongoing study or development

COMPANY DESCRIPTION AND OPERATIONS

CWE was founded by Don Oliver in 1989. Since Don's passing in 2002, his wife Betty Oliver has been the sole owner. Betty retired from her position within the Company as the Customer Accounts Manager but continues to be very much involved with the company attending operations meetings and staff meetings. The overall operations are managed by the Oliver's son-in-law Barry Hovis and the office staff consists of three other positions: Customer Accounts Manager, Hiring and Field Manager, Trainer & Field Manager Assistant. CWE will have 18 presenters in the 2017/2018 school year who live throughout California.

CWE has been providing the Walk Through presentations in elementary schools throughout California for over 25 years and has developed a strong presence in the elementary education community. Our Walk Throughs are a favorite field trip among students and teachers alike for their curriculum based interactive design and excellent presenters. We do not market or advertise but we grow by 100-300 presentations annually due to word of mouth. We attribute this growth to our dedicated group of employees who are committed to delivering a consistent and dynamic presentation. Our customers know that all our presenters are professional and provide the presentation they have come to expect despite differences in style or personality. The type of people who thrive with us are those who enjoy working independently yet are able to receive direction and correction from management or trainer if necessary to maintain this consistency in presentation.

JOB DESCRIPTION FORM

Presenter accountability takes place in the following areas:

- Online evaluations are turned in daily by teachers
- Observation of presentations by managers or Field Assistant
- Monthly staff meetings including all presenters (morale building for staff, ongoing training, script or policy updates, etc.)
Note: Meetings include Northern California presenters who make their own travel arrangements for the meetings and are reimbursed
- Quarterly manager meetings (One on one with Field Manager to go over goals, achievements, etc.) Note: For presenters in Northern California these are conducted via skype.
- End of school-year reviews

PRESENTER QUALITIES

Self-Starter: The ability to take the initiative and be depended upon to arrive to schools on time and make daily decisions to satisfy CWE customers. This also includes making travel arrangements for overnight stays. During the training process, must be able to memorize and learn new material and be able to modify elements of training to best suit personal learning style and needs in order to be prepared for presenting in the schools. This could entail taking notes, developing outlines and preparing materials to aid in presentation that are not provided by CWE.

Strong Communication Skills: This consists of a strong command of the English language as well as controlled body movement. A Presenter must be able to communicate clearly with excellent diction and enunciation to a group of people without appearing nervous. Communication skills also include the ability to speak appropriately and effectively with school office staff and teachers one on one.

Student Management Skills: The ability to assess classroom dynamics and direct a group of students by way of voice inflection, clear & concise directions, and follow through of disciplinary action. Includes ability to engage and enthuse young audience members gaining their respect and maintaining that respect.

Stress Management Skills: Presentations are governed by set times and customer expectations. Presenters must have the ability to respond positively to time delays or special requests on any given day and circumstance. Presentations utilize equipment that could wear out or become faulty. Presenters must be able to adjust when things don't work properly and be able to present under less than ideal circumstances without undo emotional strain. Other stressors include: getting to the school on time – waking up extra early, dealing with traffic/accidents, working with unprepared schools/teachers/students.

Memorization Skills: The ability to memorize three 2 ½-hour presentations including historical facts & dates.

Presentation Skills: The presenter is teacher, storyteller, and performer alike. Presenters must have the ability to present scripted material in a dynamic fashion while having the ability to respond spontaneously to a variety of situations. This involves using humor and student management techniques simultaneously.

Professional Interaction: The ability to communicate comfortably and effectively with adults (teachers, principals, school office staff, parent audience members) any needs or requirements for the presentation regarding set-up, preparation, or rules involving observation while remaining friendly and helpful.

JOB DESCRIPTION FORM

Professional Appearance: The ability to maintain proper grooming and personal hygiene despite early morning departures. CWE requires beards to be trimmed and maintained. CWE's policy includes employees have no visible tattoos.

Command Presence: The ability to command a room – to not be easily intimidated or distracted by students or teachers alike. This includes leadership qualities to take charge of a situation and maintain control while being flexible and accommodating when necessary. Presenters must be able to motivate students while educating in a captivating way.

Improvisation Skills/Listening Skills: The ability to problem solve & think on your feet! This involves assessing the dynamics of a class and responding appropriately. Must be able to stay in the moment, continually listening, aware of the environment as well as the students and student comments. Each class and each day is different so spontaneity is a plus. It is never the same presentation twice!

Stamina/Endurance: The ability to present in a dynamic fashion without losing energy no matter the temperature, length of day or extenuating circumstances. Presentations are 2.5 hours in length and there are usually two in a day. Presenters must provide the same energy for afternoon classes as they do morning ones. This also includes presenting the same material daily but making it seem like it is the most exciting information ever! Healthy lifestyle choices are encouraged to maintain this level of stamina.

“Show Must Go On” mentality: CWE does not employ substitutes. Presenters must be able to present despite symptoms such as losing voice, sore throat, colds, fevers, soreness, headaches, nausea, etc. Exceptions include illnesses that would render the presenter unable to speak or present such as laryngitis, vertigo, continual vomiting, etc.

Love of Learning: Background knowledge is not required for consideration of employment, however a desire to learn information and grow to become well versed in the information is something CWE looks for in applicants. This includes the desire and willingness to put forth a continued effort to increase personal knowledge of the history covered in CWE presentations. The more background knowledge a presenter has the easier it is to remain connected to the material and make it exciting each day. This also aids in the ability to respond spontaneously to students.

Enjoy Working with Children: Must genuinely enjoy working with this age group and desire to connect with students to make this the most fun learning experience of their school year despite varying degrees of student ability or behavior.

Flexible/Problem Solving: Presenters need to have a “can do” attitude and be mentally ready for things to not go as planned! This requires the ability to think clearly and make decisions necessary to provide a positive experience. Must respond to frustrating situations productively and make the best of difficult conditions. Schools vary in ease and preparedness and presenters must maintain a patient, positive attitude & approach in dealing with the varying personalities of office staff, teachers, and students. This includes the ability to discern a class and adapt the presentation to meet the needs of an individual student, school, or environment.

Reliable: This position requires daily solo performances without managerial supervision. This position is moderately supervised so the presenter must be highly organized and punctual. This entails a sense of personal responsibility and professionalism to wake up early and arrive on time despite extenuating circumstances such as traffic or personal schedules. Presenters must also be trusted to care for CWE equipment. This includes safe transport and storage, troubleshooting problems, and communicating any malfunctions to CWE supervisor.

JOB DESCRIPTION FORM

Organizational Skills: Ability to organize time, calendar/itinerary, and equipment. Presenter equipment must be stored in proper containers and put away neatly. Presenter calendars must be checked daily and presenter must ensure arrival to the correct school with the correct equipment. Presenters must be aware of overnight travel dates and make arrangements 3-4 weeks in advance.

Basic Computer Knowledge: This position requires basic computer knowledge for accessing online calendar/itineraries, utilizing navigation apps, sending and receiving emails, viewing and writing online reports, completing monthly expense reports, and sending in other required paperwork.

MUST HAVES FOR THE POSITION

- Credit card for making travel arrangements
- Computer or similar device for filling out expense reports and other basic company needs/reports
- Internet for access to online calendar, online reports, and email
- Printer for printing out daily itineraries
- Reliable standard size vehicle with alarm system
 - Trucks must have a cover and locking device
- Safe and reliable living conditions
- Live in one of the regions of which CWE is hiring

REQUIREMENTS FOR EMPLOYMENT

- Must be legally able to work in the United States
- Must pass a California Department of Justice background check through CWE
- Must provide proof of negative TB Test within the last 2 years
- Must be able to pass a drug test if administered
- Must have a valid driver license and clean driving record

WORKING CONDITIONS

Presentations take place at school sites - working conditions vary.

- Rooms include multi-purpose rooms, cafeterias, and classrooms. Working space and room temperatures vary.
- Fluorescent lighting.
- Rooms are not always well ventilated.
- Amplified noise – use of microphone and music.
- Limited time for lunch breaks. Lunch breaks between presentations can range anywhere from 15-45 minutes depending on how the customer schedules and time needed to prepare for afternoon presentation. Presenters have access to teacher lounges if needed for storing and warming up food.
- Driving under various traffic and weather conditions.

JOB DESCRIPTION FORM

PHYSICAL DEMANDS OF POSITION

- Lifting and carrying equipment (weighing between 5 – 35 pounds) to and from vehicle and classroom. Requires strong back and knees.
- Assembling and disassembling equipment in presentation area.
- Moving tables, chairs and equipment.
- The performance involves standing, stooping, bending, kneeling, crouching, reaching, and stretching.
- Reading name tags from across the room and hearing students responses. Requires good hearing and vision.
- 5 hours continual vocal use: Continual speaking in engaging/exciting manner with aid of microphone (some presenters do lose vocal range)
- Lengthy time spent in car driving for long travel days

Note:

This position has proven difficult for people with the following physical challenges:

- Back/knee/feet issues
- Migraines
- Prone to illness
- Gout
- Dizziness
- Losing voice/callouses on vocal chords

MENTAL DEMANDS OF POSITION

- Daily driving with traffic congestion. Presenters travel during commute hours.
- Finding the school location each day.
- Being “on” from check-in at the school to end of day
- Working under time-constraints. Presentations are 2 ½-hours in length which can cause stress when classes arrive late.
- Quick decision-making; due to time constraints, sometimes part of the presentation needs to be cut.
- Working rapidly for long periods of time. Have to be mentally charged at all times.
- Working on several tasks simultaneously. Presenters are road crew, tech, and performers all in one. Must articulate material clearly, manage the class, listen to student questions and responses, and work with the sound system, costumes and set pieces simultaneously.

Note:

This position has proven difficult for people who find themselves stressed by the following challenges:

- Long commutes/early mornings/traffic issues
- Unprepared rooms/classes/schools or in general things not going “right”
- Overnight travel (fear of being alone in hotel)
- Suffer from OCD/Anxiety/Depression

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DISCLAIMER

The Presenter position is a school term position only. Continued employment with CWE is based on several factors including: feedback from teachers on performance of employee by way of teacher evaluation forms, observation of presentations by company personnel, employee conduct at monthly staff meetings, and the working relationship between other CWE staff and employee. The Employment Agreement with CWE is an At Will contract. It is based on the mutual consent of CWE and the employee. Either party may terminate that relationship at any time, with or without cause, and with or without advance notice.