



FAQ'S

Please read the following FAQ's. These will cover questions regarding the logistics of the presenter position including: compensation, schedule/calendars, travel/mileage, overall company dynamics, physical and mental health requirements, demands of training/memorizing, and equipment storage and care needs.

Our goal is to bring full disclosure regarding the needs of the company so that you can ascertain if this is the right position for you based on your current lifestyle and needs. Being a presenter is an incredibly rewarding experience but the demands of the position can outweigh the benefits if these areas do not align in a person's life. If you have any questions regarding these FAQ's they can be addressed during our interview process.

PRESENTING

Is this a troupe or would I be presenting on my own?

The Walk Through presentations are conducted by one presenter. A presenter is trained on 3 scripts – Walk Through California (4th grade), Walk Through the American Revolution (5th grade), and Walk Through the Ancient World (6th grade) and is expected to maintain their own calendars and fulfill the duties of the position which include but are not limited to the following: arriving on time or early to schools, checking calendar itineraries for accuracy, ensuring they have enough supplies, setting up/breaking down and taking care of presenter equipment etc.

Do presenters wear costumes?

No. A presenter uniform consists of neutral color pants/slacks, comfortable support shoes, and a polo shirt with the CWE logo and presenter name. CWE provides each presenter with 5 shirts. Presenters must purchase their own pants and shoes that meet the uniform guidelines. Students participating in the Walk Through are encouraged to dress in costume based on their assigned parts.

Are the presentations formatted as an assembly?

The maximum amount of students allowed to participate at one time is 36. There can also be audience members observing. It is the decision of each school/class whether or not to invite parents and adult audience members. The Walk Through presentations are highly interactive with students being prepared beforehand to participate by reciting specific parts or conducting pre-rehearsed scenes.

How do schools prepare for a Walk Through?

Participating teachers are provided with a Teacher Preparation Guide that includes all the materials needed for preparing for a Walk Through. This includes helpful checklists, detailed information regarding requirements, assignment sheet, name-tag template, all student expert and character cards, and a room diagram with instructions on setting up the presentation room.

Where/When do the presentations take place?

Presentations take place week-days during school hours. They can take place in an empty classroom or portable, multi-purpose room, library, or any enclosed space large enough to accommodate students and any invited audience members. Presentations cannot take place outdoors. It is up to the school to reserve the correct space needed for their Walk Through presentation.

Do presenters work on school holidays?

This is a salaried position with two weeks off paid Christmas/Winter break and all school holidays except spring break. Presenters have full calendars through the spring. The only exception to a paid holiday is when a school holiday falls during a new employees training period.

Summer break is not paid. A school season for CWE is October through mid-June. The unscheduled, non-paid months are mid-June through September.

SCHEDULE / CALENDARS

How long is a typical work day?

The length of a day depends greatly on the region/areas a Presenter is scheduled to cover and whether one or two presentations are scheduled. Some regions cover a larger surface area than others and some cover a smaller surface area but have heavier traffic. In the latter scenario a 20 mile drive can take 2 hours. All presenters "rove" to some degree and can be scheduled outside of their given region/area as well.

Schools determine when they want their presentations to take place so each day is different but presenters must arrive one hour prior to their first scheduled presentation giving time to check in to the school office, unload and set up equipment/display. Presentations are typically scheduled to begin anywhere from 8:00am-9:00am so arrival time is between 7:00am-8:00am. If two presentations are booked, we require schools to schedule a minimum of a 30 minute break between presentations and ask for no longer than one hour. Afternoon presentations typically end between 2:00pm-3:00pm. At the conclusion of the scheduled presentation(s), it can take anywhere from 30-45 minutes for a presenter to break down equipment/display.

A typical 2-presentation day including drive-time runs an average of 9 hours. One-presentation days are typically 6.5 hours. Example of an average work day:

- 6:30am – 7:30am Drive to school
- 7:30am - 8:30am Unload and set up display/equipment
- 8:30am - 11:00am Conduct first presentation
- 11:00am -11:30am Break/Lunch
- 11:30am - 2:00pm Conduct second presentation
- 2:00pm - 2:45pm Break down display/equipment and load vehicle
- 2:45pm - 3:30pm Drive home

How do presenters access their calendars?

Each presenter has online access to his/her presenter calendar for the entire season and are responsible for knowing where they are going each day, what presentations they are doing, printing out daily itineraries and planning drive time and travel/trips accordingly.

Attached to each calendar day is a detailed itinerary with information given to CWE by the person who made the reservation. The itinerary includes the school address or location of the presentation, contact phone numbers, times of the presentations, teacher names, number of students attending, school & office hours, and any notes provided by CWE.

Calendars are fully booked but additions, cancelations, and changes can occur at any time throughout the school-year based on either customer or company need. Presenters must check their calendars daily for updates.

How many presentations can be scheduled in a day?

Each presentation is 2.5 hours in length and we can accommodate up to two in a day. Typically schools schedule two presentations a day, but a presenter calendar varies day by day and week by week. A presenter could work an entire month with only a few one presentation days or a presenter could have an entire week booked with each day only having one presentation scheduled. A safe average would be 4 days within a calendar month that is scheduled with only one presentation rather than two. These days can be utilized by presenters for making personal appointments etc.

Can more than one type of presentation take place in a day?

Depending on how the school has booked, a presenter might do two presentations of the same type (i.e. Two Walk Through California presentations) or two presentations of different types (i.e. A Walk Through California presentation in the morning and a Walk Through the American Revolution in the afternoon). If a school reserves two presentations of different types we require one hour between presentations for the presenter to change over equipment and have a break.

Are presenters scheduled at different schools on the same day?

No. Presentations are scheduled at one school location per day. Presenters are not scheduled to travel to a different school on the same day. Should an emergency occur (something happens to another presenter in the area who cannot complete the day etc.) and a presenter is scheduled on a one-presentation day, that presenter might be called to help. This would be extremely rare.

We also require schools to schedule the presentations in one room for the entire day. Presenters do not break down and set back up in a different room on the same day. In rare instances, schools might ask for an exception due to rainy day schedules etc. If so, adjustments to the school's presentation might need to take place to accommodate time constraints.

Are presenters ever scheduled at the same school an entire week?

A presenter's calendar varies based on many factors such as how many presentations a school needs, how the school books (a school might want their 4th grade Walk Through California presentations in the Fall and their 5th grade Walk Through Revolution presentations in the Spring etc.) and/or calendar availability or CWE need. Rarely is a presenter scheduled at the same school all week, though it can happen. A presenter might be scheduled at school A on Monday, school B on Tuesday, and back to school A on Wednesday, Thursday or Friday etc. A presenter might be scheduled at a school another presenter was at the day before. There are

many variables that can determine where a presenter is scheduled and for how many days, whether consecutive or non-consecutive.

TRAVEL/MILEAGE

How are travel arrangements made for presenters?

Presenters are required to make their own travel arrangements two to three weeks prior to any overnight stay and must possess a means for making these arrangements (credit/debit card).

How much overnight travel is on a presenter calendar?

All presenters are required to travel outside of their given presenter region/area. Mandatory overnight travel typically consists of 3-5 days at a time and there can be anywhere from 2-6 of these overnight trips on any given calendar. These areas include the Central Valley, the Central Coast, the Imperial Valley, and South/Eastern Sierra Nevada. Presenters in Northern California might be scheduled to take trips to any Southern California region and vice versa depending on company need. **Note:** During training periods, new presenters might have significantly more overnight travel than an average calendar.

Occasionally a presenter will be scheduled in an area with a drive time of anywhere from 2 - 3 hours one way on a single day. Unlike a mandatory trip, where a presenter is required to stay overnight, these are optional. It is up to each presenter to be aware of the distance they will be traveling and in these instances, a presenter can put in a request for overnight lodging.

Note: During training periods, new presenters might have significantly longer drive times in order to get the type of presentations needed for training.

Does CWE provide a company vehicle?

No. A standard size vehicle and auto insurance is required for the position. A presenter must currently possess a vehicle that meets CWE standards for reliability and transport of equipment. Vehicle must be in good condition and include back seats that fold down for standard cars and a bed cover that locks for trucks. For emergency purposes, CWE will reimburse for rental car usage and cost of gas in place of mileage reimbursement for a short period of time depending on the situation.

PHYSICAL / MENTAL REQUIREMENTS

Are presenters allowed sick days?

Presenters are provided with 3.5 paid sick days. These are only utilized when illness renders it impossible for the presenter to drive and/or perform safely (vertigo, continually vomiting, etc.) Due to the nature of the position CWE does not have the ability to provide substitutes. If presenters need to call in sick they contact their direct supervisor and the CWE office staff works to find the best solution for the scheduled school. Presenters do not call schools directly and are not involved with scheduling or re-scheduling.

Note: This position requires a “show must go on” mentality and would not be a good fit for persons unable to perform due to a common cold or flu. The calendars are completely booked with expectant students, teachers, and parents.

COMPENSATION / REIMBURSEMENT

Are presenters paid every day?

This is a salaried position on a full calendar. If a presenter has an unscheduled day, he/she should expect that day to either get scheduled or to be on call if needed. The position might also require travel on a Sunday or possibly on a school holiday for a scheduled trip.

There is no work or pay from mid-June through September. Presenters give their intent to return in March of each school year for the following year in order for calendars to be ready for reservations which begin in April/May for the following season.

What type of medical/health benefits are offered?

CWE offers medical and dental benefits. Vision is not offered. Medical benefits begin after a new employee successfully completes a 90 day probationary period of presenting in the schools. This probationary period begins at the conclusion of the initial 10 day training period.

Employees get a choice between a Gold PPO or Gold HMO plan. These benefits are paid in full by CWE and if the employee has given an intent to return the following season, premiums continue being paid by CWE through the non-working months of mid-June through September. If an employee gives an intent to return and does not return in October, the employee is required to pay back the 3 months of premiums provided by CWE during the non-working months.

How are presenters paid and reimbursed?

Presenters are paid their salary through automatic deposit on the 15th and last day of the month.

Expenses are reimbursed through a check which is usually mailed out or placed in presenter's CWE mailbox, located in the CWE office. Presenters must maintain their own expense report and turn it in at the end of each month in order to be reimbursed.

What expenses are reimbursed?

Daily mileage reimbursement is set at the current IRS standard and consists of the shortest distance to and from a presenter's home and the scheduled school. If a presenter is hired who lives outside of one of the areas/regions of which we are hiring or moves after employment with CWE, mileage will continue to be based out of the area of which the presenter was hired to cover. For example if a person is hired to cover Alameda County and moves to Contra Costa County, mileage will be based out of a city in Alameda County.

For overnight travel, presenters are reimbursed at a pre-determined set limit for a mid-range hotel and a \$31.00/day meal stipend. The set hotel limit varies based on the area/city.

When overnight travel requires a presenter to drive on a Sunday or on a school holiday, CWE provides an additional reimbursement of \$50.00.

Presenters are also reimbursed for any presentation items/supplies that might need to be purchased. This can include items such as: one ream of paper and ink cartridge for printing of itineraries, anti-bacterial wipes and gel, batteries, lollipops, poppers etc.

EQUIPMENT

How much and what type of equipment is under a presenters care?

Presenters must transport, load, unload, set up and tear down equipment each day. Upon completion of training, a presenter is assigned their presentation equipment and are required to safely store all equipment the entire season. Items typically fill the entire back seat and trunk of a standard mid-size vehicle and weigh anywhere from 2-25lbs. Equipment cannot be stored in a presenter's vehicle.

The equipment for all three presentations consists of the following:

- Two medium storage containers
- Two small storage containers
- Storage case for California map pieces (4' x 4' x 1')
- Bag for flag poles and CA map sucker holder (1' X 3')
- Storage case for toy muskets (1' X 3')
- Wheeled storage bag for pop-up map (2' x 4')
- Flag stand (1 ½' x 3 ½')
- Speaker/Sound system, travel size
- Speaker stands
- Fold up flat cart

Are presenters able to leave display/equipment up overnight when scheduled at the same school?

Sometimes. It depends on the needs of the school and the type of room the school has reserved. Schools oftentimes use the same Multi-Purpose Room for many functions within a day. We do ask schools to ensure that others are not scheduled to be utilizing the room the same time as the Walk Through (from one hour prior to presentation start time through one hour after the last presentation) giving time for presenter to set up and break down equipment without other activities taking place in the space.

If a presenter is scheduled at the same school on consecutive days, the presenter must check with school staff to find out if the room will be locked for the evening and not scheduled to be used for any other school purposes (before school or after school activities, PTA meetings, music, play rehearsal etc.) If the room is being used for other purposes, the presenter will need to break down the equipment and possibly store it at the school in a safe place for the next day. A school might schedule the presentations to take place in different classrooms on consecutive days. This might involve breaking down equipment at the end of the day and storing the equipment overnight in the room where the presentation is scheduled the next day.

TRAINING DEMANDS

What kind of training will I receive if hired?

CWE has a comprehensive training program for all 3 presentations. The first 10 days are in our offices in Tustin, California with one trainer and possibly one other trainee depending on company need. It will entail memorizing approximately 22 pages of our Walk Through California script and presenting sections of it each day utilizing all presentation equipment. Before the first day of training, you will need to have memorized the entire introduction to the Walk Through California presentation (5.5 pages single spaced). On Day 1 your trainer will familiarize you with

your presentation equipment and guide you in setting up the presentation display. You will present the memorized introduction and receive notes from the trainer on needed details and work on any areas of improvement. Each night will involve learning another section (2-2.5 pages) of the Walk Through California script and preparing to present the new section and work on it the following day. Each day will involve a run-through of the previous sections already learned. At the conclusion of this 10 day period, you will immediately go into the schools to present. Your trainer will accompany you for the first 2-3 presentations to observe and provide support if needed. Other aspects of training involve reading resource materials and the CWE Employee Handbook as well as taking comprehension quizzes.

Subsequent training periods for Walk Through the American Revolution and Walk Through the Ancient World presentations will be scheduled on your presenter calendar and will involve homework and memorization prior to the first day of training. These training periods consist of 2 days each at the CWE offices with a trainer running through the presentation with full equipment/display. Your trainer will also be in the schools with you for the initial 2 or 3 presentations of each type, observing and providing support. Unlike the Walk Through California presentation which is fully memorized by your first day of presenting for students, the Walk Through Revolution will have sections memorized but you will mainly utilize index cards for content and the Walk Through Ancient World will also have sections memorized but you will be reading from "The Ancient Writings." After presenting every day for several months, you will eventually have them memorized and/or be ready to move to an outline of your own making.

The skills you will need to get through the training process include strong organization skills, ability to memorize and present large portions of script, ability to respond in a positive manner while under pressure and time constraints, and the ability to engage students while reading clearly in a dynamic manner for the Walk Through Revolution & Ancient World presentations.

COMPANY DYNAMICS

Is a presenter required to be involved in sales or bookings?

Calendars are fully booked and our presenters are not involved in sales. CWE is known for our excellent presentations and presenters and grows by word of mouth. This consistency in performance coupled with our product which meets curriculum based standards and engages students of all learning modalities make this a high demand in class "field-trip" that speaks for itself.

Does CWE have plans for expansion?

CWE is continually expanding throughout the state of California and growing in the number of presenters employed. We have yet to saturate the elementary school market. CWE is not looking to expand to different states or add new presentations at this time but to focus on making the three presentations we currently provide the best they can be and continue to grow in the number of presentations we provide annually.

Is there a possibility for receiving a raise?

Presenters do receive minimal raises periodically.

Is there a possibility for growth within the company?

CWE currently has 4 office staff and 18 presenters, growing by an average of 300 presentations a year for the last 5 years. Each of the current office staff is made up of previous presenters. The average presenter stays with the company 5 years, but the longest presenter has been with

the company 25 years. Opportunities for advancement within the company are rare, however, should the company need to expand administratively we would look to hire from within.

Does CWE offer team teaching positions?

Due to logistical needs including training and presenter equipment, CWE does not offer team presenting positions.

Thank you for reading the FAQ's. If you have further questions regarding either the Job Description or the FAQ's please have them ready for your scheduled phone interview. We look forward to speaking with you in more detail!