



Building Character Onstage™

Children's Theatre Company

**JOB DESCRIPTION: ASST. DIRECTOR, TEACHING ARTISTS,  
CHORAL DIRECTOR**

The scope of work will include teaching CTC's one-act musicals which are centered on themes of diversity, equity, inclusion and spiritual empowerment.

Themes include: Race Relations; Human Rights; Advancement of Women; Environment; Bullying; and Religious Tolerance. Teaching Teams will also receive training- centered on empowerment and the 'artist-as-protagonist' and 'agents of positive change'.

Each residency will culminate into public performances at professional theater venues.

### **1** Artistic & Production Scope of Work:

- To direct three one-act musicals, dance numbers, choral program, and monologues
- Must be comfortable managing cast sizes of up to 20+ students per age group
- Plan all pre-production sessions & Maintain and update casting of script, songs and speeches
- Maintains knowledge, storage, safety and inventory of all rehearsal props, costumes, equipment, supplies, scripts and teaching tools.
- Facilitate a safe and mindful environment for students to develop foundational theatre, social & emotional skills

### **2** General scope of work:

- Plans, leads, and implements CTC's rehearsal and production calendar / deadlines
- Supervises students K-12th grade and ensures their safety, development, growth, skill achievement, and general well-being through CTC's musical theater educational model.
- Maintains a detailed rehearsal and performance schedule for three performing groups.
- Organizes and leads student in preparation for 'off-site' performance opportunities and service project / social action activities to support CTC's culture of community service
- Ensures rehearsal and production pre-set and post-show cleanup
- Maintains weekly reporting of student progress

Apply Here: [Childrenstheatercompany.org/careers](https://childrenstheatercompany.org/careers)



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### **3** Culture of safety and communication:

- An ambassador of CTC & demonstrates the highest level of integrity in collaboration & camaraderie in a spirit of service to the CTC community.
- Maintains weekly communication with parents
- Submits weekly reports on student progress
- Maintains program safety & confidential documents, including incident reports, personal student status (such as learning challenges, allergies, parent separation, logbook documentation, and daily attendance.)
- Knows and understands all emergency procedures associated with CTC's on-site and off-site (ie performance event) programs.
- Records and tracks students' dietary restrictions/allergies and ensures that the meals/snacks are distributed to them.
- Mediates, models and mentors students through any student disputes.

### **4** Qualifications:

- (Preferred) 2 years of experience with public schools OR demonstrated experience in theater instruction and performance
- (Preferred) BA in the Arts or Education, or Equivalent Experience (or currently enrolled)
- Highly proficient and responsive with email communication (MSWord, Excel / PowerPoint a plus)

### **5** Compensation:

- Part-time Employment: \$15-\$30 Hourly wage per teaching hour (4 hour minimum)
- Commensurate with experience
- Additional \$15 per hour for training & production meetings

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