

JOB DESCRIPTION

Job Title: *Theatre Company Vocal Coach (9551)*

Job Summary:

The job of Theatre Company Vocal Coach is done for the purpose/s of designing and implementing an integrated vocal music program for students in grades K-12 throughout Tulare County. He/she provides vocal instruction for classes and directs some Theatre Company productions. Additionally, he/she may provide services to After-School programs by leading music and theatre activities such as music classes, acting exercises and public performances. He/she also vocal coaches all Theatre Company musical productions. The Vocal Coach serves under the direction of the Theatre Company Director, Instructional Services Division.

Essential Functions:

- ▶ Creates/Implements vocal music for the purpose of enhancing Theatre Company productions.
- ▶ Develops positive working relationships for the purpose of collaborating with the professional arts community.
- ▶ Develops/Implements theatre and vocal music programs for the purpose of providing county students grades K-12 with the opportunity to learn fundamental performance skills.
- ▶ Develops/Maintains community support for the purposes of enhancing the Theatre program.
- ▶ Develops/Maintains entree to schools/students/arts teachers for the purpose of recruiting students to the Theatre Company.
- ▶ Instructs students from various schools and agencies for the purpose of building theatre and vocal music skills for public performance.
- ▶ Obtains suitable rehearsal and performance facilities for the purpose of housing Theatre Company programs.
- ▶ Selects appropriate material for the purpose of providing age-appropriate pieces/activities for students to perform.

Skills, Knowledge and/or Abilities Required:

- ▶ **Skills to:**
 - direct/vocal coach musical theatre classes and productions;
 - develop vocal music programs;
 - perform word processing, database, e-mail and Internet applications;
 - work with students in grades K-12;
 - introduce students to all musical styles;
 - work collaboratively with others;
 - organize;
 - work with young people from high-risk environments.
- ▶ **Knowledge of:**
 - current available curriculum;
 - music curriculum resources;
 - materials for use in the Theatre Company;
 - musical styles;
 - musical theatre;
 - public relations;
 - copyright procedures.
- ▶ **Ability to:**
 - communicate effectively, orally, and in writing;
 - communicate via the telephone;
 - travel using own vehicle;
 - operate stereo and sound systems.

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally the job requires 40% sitting, 10% walking, and 50% standing. This job is performed in a generally clean and healthy environment.

Experience Required:

- ▶ Voice and Performing Arts experience.
- ▶ Voice instruction and production experience with students K-12.
- ▶ Job-related experience with increasing levels of responsibility is required.

Education Required:

- ▶ High school diploma or equivalent.
- ▶ BA in music or theatre preferred.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

FLSA Status: Non Exempt

June 2006

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

