

JOB DESCRIPTION

Job Title: *Choreographer & Theatre Support (9875)*

Job Summary:

The Choreographer & Theatre Support position is part of the Stage and Space Collaborative. This position reports directly to the Director of the Theatre Company and will work with both the Theatre and Planetarium supervisors. This position creates, designs and implements an integrated dance program; leads dance and theatre activities such as dance classes, acting exercises and public performances; choreographs all Theatre Company musical productions and planetarium performances. This person holding this position will perform a variety of specialized office duties or tasks related to theatre company productions and planetarium performances to help relieve supervisor of clerical details. Will also need to know how to work a point of sales system for tickets sales, and possibly work evenings and weekends in the theatre box office if needed.

Essential Duties:

- Creates/implements choreography for the purpose of enhancing Theatre Company productions and planetarium performances;
- Develops positive working relationships for the purpose of collaborating with the professional arts community;
- Develops/implements theatre and dance 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 purpose of enhancing the Stage and Space Collaborative;
- Instructs students in school districts and agency After-School programs for the purpose of building theatre and dance skills for public performance;
- Selects age-appropriate curricular material for the purpose of performances and activities;
- Plan and assist in the coordination of county-wide events (such as our OnStage teams), if needed;
- Prepares schedules, correspondence, flyers, OnStage calendars, if needed;
- Online ordering for office and show materials;
- Work alongside supervisors to compose and create correspondence, flyers, forms, and programs for certain productions/performances;
- Helps organize and possibly run theatre company box office when not in rehearsals or traveling;
- Performs other related duties as assigned.

Skills, Knowledge and/or Abilities Required:

Skills to:

- use direct/choreograph musical theatre classes and productions;
- teach all dance styles;
- develop dance programs;
- utilize word processing, data base, Excel and Internet applications;
- run money transactions in regard to ticket sales.

Knowledge of:

- dance styles;
- musical theatre;
- positive public relation strategies;
- copyright procedures (theatre);
- public relations;
- theatre box office practices and procedures;
- limited office methods, practices, techniques, and procedures;
- limited video and music editing;

Ability to:

- communicate effectively, orally and in writing;
- travel using own vehicle;
- operate stereo and sound systems;
- work collaboratively with others;
- organize;
- work with students in grades K-12;
- work with young people from high-risk environments;
- develop curriculum in dance and theatre;
- understand and learn theatre copyright procedures and laws;
- understand and learn theatre companies yearly schedule of events and assist when needed;
- Work under limited supervision;
- lead, guide and/or coordinate other people;
- operate within a defined budget and/or financial guidelines;
- utilize resources from other work units.

Experience:

- Job related experience with increasing levels of responsibility is required.
- At least five years of dance or choreographer experience with knowledge of TCOE Theatre Company history is preferred.

Education:

- High School Diploma or Equivalent required.
- Bachelor's Degree 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*

April 2023

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 employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.