Tulare County Office of Education
JOB DESCRIPTION **Job Title:** OnStage Lead (9978)

Job Summary:
Under general supervision and direction of the Theatre Company Director and/or designee(s), work as part of a team that travels to schools within and outside of Tulare County to teach K-8th grade students a musical production within three to six weeks. As the lead, this position will also serve as the liaison between school sites and the OnStage Specialist, Theatre Company Director, and other OnStage staff and will assist with office management and basic clerical duties.

Essential Duties:
- Prepare and conduct educational presentations in the Planetarium, Science Center, and Ag Museum Learning Center Theaters.
- Work directly with schools and student groups to coordinate field trips and identify any special accommodations that may be needed.
- Serve as the liaison between school sites and OnStage staff to ensure a single line of communication within the Theatre Company.
- Prepare materials and equipment for OnStage staff prior to the start of a musical production at a school site.
- Assist with preparing, coordinating, submitting, and maintaining relevant paperwork for OnStage teams and productions.
- In the absence of OnStage Staff, teach students the music, choreography, and basic blocking for a theatre production.
- Introduce students to basic theatre terms and teach introductory acting skills.
- Perform basic clerical duties to maintain the OnStage workspace such as answering phones when the OnStage Coordinator or Facilitator is not present, responding to general emails, preparing documents and fliers, answering questions, ordering supplies, etc.
- May assist with editing videos and music, as needed.
- Travel to various locations throughout Tulare County for work-related duties.
- Perform other related duties, as assigned.

Skills, Knowledge and/or Abilities:
Skills to:
- teach theatre skills to a diverse student population and provide appropriate accommodations as needed;
- assess and interpret situations and make decisions quickly and effectively;
- confidently present and perform in front of students, parents, administrators, and the public;
- perform basic clerical duties such as preparing documents, operating office equipment, answering phones, typing correspondence, etc.

Knowledge of:
- basic theatre, vocal, and dance terms;
- theatre copyright regulations and procedures;
- music, choreography, and basic blocking for a theatre production;
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:
- read/interpret/apply rules, regulations, policies;
- understand and carry out oral and written instructions;
- meet schedules and deadlines;
- collaborate and work with community representatives and various stakeholders;
- work flexible hours including frequent evenings and/or weekends;
- travel throughout the county using own vehicle;
- regularly attend trainings for professional development.

Responsibilities include: This role demands frequent collaboration, clear communication, and strong organizational skills to ensure the successful execution of musical productions across various school sites. With constant interaction among team members, performers, and production staff, effective coordination and adaptability are essential. The working conditions for this position include **85% sitting and 15% standing**, with occasional lifting, carrying, pushing, and pulling. Some climbing, kneeling, and crouching may also be required when managing production needs. The position is primarily indoors in a climate-controlled environment, with occasional work near the stage or in backstage areas.

Education Required:

- High school diploma or equivalent.

Experience Required:

- One (1) year of experience working as onstage staff for theatre productions.

Other Requirements:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint clearance upon hire.

FLSA Status: Non-Exempt March 2025