

JOB TITLE: *Theatre Company OnStage & Planetarium Facilitator (9907)*

Job Summary:

The job of Theatre Company OnStage and Planetarium Facilitator is done for the purpose/s of leading, implementing, and coordinating OnStage and planetarium presentations for students in grades K-12 throughout Tulare County. The OnStage program travels around the county to Elementary and Junior High Schools working with and teaching students a preprepared kids musical in 2-3 weeks. The OnStage team is responsible for providing all the props, set, costumes, and communication with/for the schools. OnStage staff will also be response for teaching basic theatre terminology and instructions to students. Under the general supervision of the Planetarium & Science Center Program Coordinator, the Theatre Company OnStage and Planetarium Facilitator coordinates and performs educational presentations, assists with media, display, exhibit and program production; operates planetarium and education theater equipment at multiple sites. In this position S/He will also be called on to perform a variety of specialized office duties or tasks related to Theatre Company and Planetarium operations or work to help relieve supervisor of clerical details and may be asked to perform other job-related work as required. Will also need to provide point-of-sales and box office support. This job does require working evenings for OnStage school performances, planetarium public shows, and possibly weekends in the theatre box office if needed. Performs a variety of specialized clerical and secretarial work; and performs related work as required.

Essential Job Functions:

- Teach basic music, blocking, and choreography to students grades K-12.
- Create original or adjust existing choreography for Onstage productions.
- Develop positive working relationships for the purpose of collaborating with the professional arts and science communities.
- Teach basic theatre terms and processes for the purpose of providing county students, grades K-12, with the opportunity to learn fundamental performance skills.
- Coordinate scheduling of participating school sites and presentations for multiple sites and Onstage Teams.
- Draft contracts and agency agreements.
- Online ordering of office and show materials.
- Assist with organizing and facilitation of theatre company box office.
- Coordinates with Theatre Company and Planetarium Staff to provide TCOE website and social media updates.
- Present engaging educational presentations in various venues (Planetarium, Science Center, and Ag Museum Learning Center Theaters).
- Present engaging astronomy presentations in the Planetarium Theater.
- Assist in the production of educational displays, features and exhibits.
- Process participating school site scheduling, confirmations, and invoicing.
- Provide event admission sales support.
- Prepare and maintain a variety records and reports.
- Identify and respond to special needs and accommodations.
- Operates multiple theater systems for the purpose of providing science, astronomy, and social studies presentations to visiting groups.
- Provides voiceover recording for the purpose of educational displays, exhibits, features, and events.
- Assists in creating filmed and digital media for the purpose of creating programs and exhibits.
- Perform other related duties as assigned.

Skills, Knowledge and/or Abilities Required:

- **Knowledge of:**
 - Musical theatre practices.
 - Effective and engaging presentation techniques and practices.
 - Positive public relation strategies and best practices for providing client customer service.
 - Cultural fluency and educational equity.
 - Computer software programs (Microsoft Word, Excel, Outlook, Google Docs, and Sheets).
 - Office methods, practices, techniques, and procedures.
 - Operates a variety of office equipment for the purpose of facilitating the needs of the job.
 - Correct English grammar, spelling and punctuation.

• Skills to:

- Direct and choreograph musical theatre kid's productions.
- Teach basic musical theatre dance and vocal styles.
- Address and facilitate activities for large, diverse groups of individuals including students from high-risk environments.
- Provide general administrative assistance.
- Complete monetary transactions or ticket sales.
- Utilize word processing, data base, Excel, and Internet applications.

• Abilities to:

- Work effectively with students in grades K-12 and with public visitors in a wide variety of situations.
- Address audiences of up to 140 visitors.
- Travel using own vehicle.
- Communicate effectively, orally and in writing.
- Collaborate effectively with others.
- Understand and complete oral and written directions.
- Treat the public and co-workers courteously, tactfully, and cooperatively in a timely manner.
- Operate stereo and sound systems.
- Work collaboratively with others.
- Perform clerical work requiring independent judgement, accuracy, and speed.
- Use computers to enter data, update and create correspondence, use electronic calendars, enter, and retrieve documents.
- Catalog, organize and effectively perform research from a variety of sources.
- Operate a point of sales system/online ticket sales system.
- Ability to lift heavy objects.

• Experience/Education Required:

- AA or AS Degree or 2 years of job-related experience required.
- Bachelor's degree preferred.

• Licenses, Certifications, Bonding, and/or Testing Required:

- Valid California Driver's License and proof of automobile insurance.
- Department of Justice Fingerprint Clearance.

FLSA Status: Non-Exempt**October 2022**

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.