

**Job Summary:**

The OnStage Staff are part of the Stage and Space Collaborative. This position reports directly to the Director of the Theatre Company and will work with both the OnStage and Planetarium supervisors. An OnStage Staff member typically works as part of a team that travels to schools within and outside of Tulare County to teach students ages TK-8<sup>th</sup> grades a musical production withing three to six weeks. In addition, this position will provide educational and orientation presentations at various locations to best serve the Stage and Space Collaborative. OnStage productions are typically taught outside of the normal school hours: after school, camps, and summer programs. OnStage Staff are responsible for teaching students the music, choreography, and basic blocking for a show.

**Essential Duties:**

- Teaches school age students music, choreography, and basic blocking for a 3 to 6 week theatre production;
- Introduces students to basic theatre terms and teach introductory acting skills;
- Performs educational presentations in the Planetarium, Science Center and Ag Museum Learning Center Theatres;
- Assists visitors by performing orientation presentations and field trip coordination;
- Operates multiple theater systems to provide science, astronomy and social studies presentations to visiting groups;
- Performs live astronomy presentations in the Planetarium Theater;
- Work with a diverse student population and provide appropriate accommodations as needed;
- Travels to various sites within and outside of Tulare County;
- Performs other related duties as assigned to provide support to the Science and Arts Center.

**Skills:**

- Teach, direct, and choreograph musical theatre productions;
- Develop dance programs;
- Utilize word processing, database, Excel and internet applications;
- Process money transactions for ticket sales;

**Knowledge of:**

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

**Ability to:**

- communicate effectively orally and in writing;
- travel using personal vehicle;
- operate stereo and sound systems;
- work collaboratively with others;
- work with a diverse student population;
- develop curriculum in dance and theatre;
- work under limited supervision;

**Experience Required:**

- Experience with acting and/or theatre productions;
- One year of paid or unpaid experience working with school aged children;

**Education Required:**

- High school diploma or equivalent;

**Other Requirements:**

- Valid California driver's license and proof of automobile insurance;
- Department of Justice and FBI Fingerprint clearance upon hire;
- Must possess an automobile for travel on the job;

**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 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.