

## **OREGON SHAKESPEARE FESTIVAL JOB DESCRIPTION**

**JOB TITLE:** Seasonal Teaching Artist

**JOB SUMMARY:** Responsible for the successful teaching of classes offered by the OSF Education Department.

**ESSENTIAL JOB DUTIES:**

1. Teaches classes for students including workshops, Prologues and Exploring Design.
2. Greets student groups and facilitates their connection to OSF teachers for In Residence events.
3. Assists with the assembly of visual aids and other support materials for classes.
4. Reads and evaluates applications for the Summer Seminar for High School Juniors, assists with organizational aspects of the program.
5. Leads post show discussions for the Bowmer Project for Student Playgoers and assists with administrative details.
6. Assists with the Festival Noons series: Works with house staff, sets up and strikes equipment. Introduces speakers and announces upcoming events.
7. Organizes and maintains files of School Visit Program performance materials.

**OTHER JOB DUTIES:**

1. Undertakes research projects as assigned.
2. Performs other duties as assigned by the Curriculum Specialist/Lead Teaching Artist.
3. Performs work in a manner consistent with OSF Mission, Values and Vision including a commitment to diversity and inclusion.

**RELATIONSHIPS:**

**Reports to:** Curriculum Specialist/Lead Teaching Artist.

**MINIMUM QUALIFICATIONS (Necessary to the Successful Performance of the Position):**

**Education:** College degree in theatre.

**Work Experience:** Teaching experience, acting experience, experience working on Shakespeare's plays.

**Machines, Tools, Equipment, Work Aids:** Word processing and other computer skills.

**Physical Ability:** Must lift thirty pounds of equipment, climb stairs, demonstrate physical exercises.

**Other Ability:** Excellent public speaking skills, strong communication and interpersonal skills, organizational skills. Must be able to successfully pass a background check.

Exempt Position1/10/12