

OREGON SHAKESPEARE FESTIVAL JOB DESCRIPTION

JOB TITLE: Resident Teaching Artist

JOB SUMMARY: Responsible for the successful teaching of classes offered by the OSF Education Department, and the creation and successful writing, editing and collaborating on curriculum for the programs.

ESSENTIAL JOB DUTIES:

1. Teaches classes for students including workshops, Prologues and Exploring Design. Teaches classes and presents lectures for adults and families such as Prefaces, Preface-Plus, and Festival Noon workshops.
2. Creates Prologues, study guides and other curriculum materials for students: conducts research, writes, collaborates, edits. Creates power point presentations.
3. Supports the School Visit Program as an actor and/or director as assigned. Assists new actors to the program.
4. Assists the In Residence Manager and Lead Teaching Artist in training and mentoring company members to be teachers: works with company members to improve the quality and effectiveness of their work in the classroom.
5. Serves as a member of the staff for the Summer Seminar for High School Juniors. Reads and evaluates applications, assists with organizational aspects of the program, teaches in the program, mentors students.
6. Acts as a liaison to Audience Development and supports joint Education/Audience Development efforts: acts as lead teacher for Cultural Connections Education Experience, teaches classes and leads discussions for visiting groups.
7. Assists with the Festival Noons series: Works with house staff, visiting scholars and OSF company members to ensure the success of the event for our patrons. Sets up and strikes equipment. Introduces speakers and announces upcoming events. Evaluates the success of lecturers' presentations.
8. Performs work in a manner consistent with OSF Mission, Values and Vision including a commitment to diversity and inclusion.

OTHER JOB DUTIES:

1. Provides administrative assistance for the Education Programs.
2. Organizes and maintains curriculum files.
3. Performs other duties as assigned by the Education Director and Curriculum Specialist/Lead Teaching Artist.

RELATIONSHIPS:

Reports to: Lead Teaching Artist/Curriculum Specialist

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

Education: 4 yr. College degree.

Work Experience:

3 years teaching experience in a theatre environment, including some curriculum development AND 2 years professional acting or directing experience. Graduate degree can substitute for professional acting or directing experience.

Demonstrated experience with Shakespeare's works

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

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

Other Ability: Ability to work flexible schedule, including nights and weekends. Excellent public speaking skills. Strong research, writing and editing skills. Strong communication and interpersonal skills. Ability to meet deadlines and maintain a positive work atmosphere working with a variety of internal and external stakeholders (e.g. patrons, students, teachers, co-workers and management). Must have valid drivers' license and be able to successfully pass drivers' license and background check.

Exempt Position

12/12/12