OREGON SHAKESPEARE FESTIVAL
JOB DESCRIPTION

JOB TITLE: Teaching Artist (Seasonal)

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. Works on developing curriculum for classes.
3. Assembles of visual aids and other support materials for classes according to department needs.
4. Assists with the Festival Noons series: Works with house staff, sets up and strikes equipment. Introduces speakers and announces upcoming events.
5. Organizes and maintains files of School Visit Program performance materials.
6. Leads post show discussions for the Bowmer Project for Student Playgoers and assists with administrative details.

OTHER JOB DUTIES

1. Supports the School Visit Program, as needed, which may include but is not limited to assisting with curriculum design, touring, teaching and performing.
2. Reads and evaluates applications for the Summer Seminar for High School Juniors, assists with organizational aspects of the program.
3. Undertakes research projects as assigned.
4. Performs other duties as assigned by the Curriculum Specialist/Lead Teaching Artist.
5. 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 and acting experience (two year minimum), 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. Fluency in Spanish is a plus.

Exempt Position 11/7/13