

**JOB TITLE: Resident Company Member****POSITIONS AVAILABLE: 6**

REPORTS TO: Department will vary dependent on the individual.

DEADLINE TO APPLY: For first consideration, resumes and cover letters are due by May 1, 2019. However, the employer retains the right to accept applicants until the positions are filled.

START DATE: June 2019 or September 2019, dependent on individual.

**SUMMARY OF POSITION**

The Resident Company of CCT will be comprised of 6 individual artists with varying skills that may include teaching, performance, company management, stage management, design, marketing, and customer service skills. The Resident Company will work within most areas of CCT including Education and Artistic to be the first resource for talent to facilitate organizational programming. Individual Company Members' responsibilities will vary based on their skill sets and interests, and responsibilities will shift throughout CCT's season. The Resident Company may include at least four positions that will be primarily performance focused with opportunities for teaching and administrative duties, as well. One to two positions will be primarily administrative (i.e. company management, stage management, etc.), with the potential for additional responsibilities in other areas including, if needed, performance (i.e. swings for in-school performances). CCT's programs are inclusive of those with disabilities and CCT is an equal-opportunity employer.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Dependent on individual skills and organization needs, Resident Company members may, at times throughout the season, be responsible for duties to include:
  - Teach within Academy classes and summer camps.
  - Teach within residency programs in schools.
  - Direct, design, and/or perform for in-school performances.
  - Direct, design, and/or perform for in-house Theatre for the Very Young performances.
  - Plan and facilitate workshops in conjunction with in-school performances.
  - Administrative and marketing work regarding education programs and more.
  - Assistant stage management duties within the main stage season.
  - Performance opportunities within the main stage season.
  - Company management of Resident Company, including scheduling of members' responsibilities.
  - Company management duties of main stage season, including maintaining contracts.
  - Customer Service duties.
- Report to appropriate department lead, depending on assigned responsibilities.

**OTHER GENERAL RESPONSIBILITIES**

- Always uphold CCT's code of ethics and expect the same from fellow staff, contractors, and participants.
- Professionally and positively represent CCT at all work locations.
  - Create positive relationships with schools, venues, and partner organizations.
  - Display knowledge of and answer questions about all CCT programs.
- Demonstrate effective communication and interpersonal skills.
- Demonstrate timeliness and attendance for all assigned responsibilities.
- Comply with CCT regulations, procedures, and policies.
- Maintain accurate, complete, and timely records.
- Complete professional development, trainings, and special projects as assigned.
- Attend regular staff meetings.

**QUALIFICATIONS**

- Degree (or degree in-progress) in education, theatre, or a related field desired, but not required.
- Significant production experience in theatre.
- 2 years of experience working with children desired, but not required.
- Exemplary customer service, communication skills, punctuality, and reliability.
- Ability to work independently and take initiative, but also must be flexible, able to take direction, and willing to collaborate.
- Computer proficiency in Word processing, databases, spreadsheets, email, and internet.
- Must be comfortable interacting with the public and able to deal with problems in a fast-paced environment.
- Valid driver's license.



- Must be able to work a flexible schedule which may include early mornings, days, evenings, weekends, extended (long) work days, and extended numbers of days.
- If 18 years or older, must pass a pre-employment screening including background check and past employment verification.

#### **COMPENSATION**

- \$550/week, full time.
- Benefits: medical, dental, vision, 401K match, parking.
- Paid holidays, sick days, and personal days.
- Complimentary tickets to all CCT performances.
- Paid trainings/certifications including Mental Health First Aid, First Aid/CPR/AED, etc.

#### **TO APPLY**

Please submit resume and cover letter to [EducationDept@ColumbusChildrensTheatre.org](mailto:EducationDept@ColumbusChildrensTheatre.org) or by mail to CCT Education Director, 177 E Naghten St. Columbus, OH 43215.