



**JOB TITLE: Lead Teaching Artist**

REPORTS TO: Director of Theatre Education

CONTRACT DATES: Winter Session runs January-March and Spring Session runs April-May (some dates are different, depending on the location of the class)

**POSITIONS AVAILABLE: 3-5**

**OPEN UNTIL FILLED**

**SUMMARY OF POSITION**

CCT Teaching Artists are practicing artists in disciplines of tech, acting, dance, music and/or visual arts who are committed to providing opportunities for young people to grow in and through the arts. Contract Teaching Artists will plan and facilitate CCT's Academy programming with students 3 years and up, of various backgrounds, and with classes of beginner, intermediate, and advanced skill levels. CCT's Education programs on and off-site are inclusive of students with disabilities and sensory/cognitive differences. Our Academy class locations may include Bexley, Downtown, Dublin, Gahanna, Hilliard, New Albany, Pickaway, Worthington, and more!

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Work with other Teaching Artists/Director of Theatre Education to plan curriculum that meets state/national learning standards in the arts and social/emotional growth, as well as CCT program goals.
- Actively address behavior management concerns and help establish a positive, safe, and bully-free class space.
- Always uphold CCT's code of ethics and expect the same from fellow staff and all students.
- Collaboratively teach with other Lead and Assistant Teaching Artists; provide guidance and mentorship to Assistants.
- Supervise and assume responsibility for students during all class hours.
- Main point of communication with students and their families regarding class expectations and any incidents/concerns.

**OTHER GENERAL RESPONSIBILITIES**

- Professionally and positively present CCT at all work locations.
  - Create positive relationships with location personnel; main point of communication when teaching off-site.
  - Display knowledge of and answer questions about all CCT programs.
- Demonstrate effective communication and interpersonal skills.
- Participate in professional development, training, and staff meetings as assigned.
- Demonstrate timeliness and attendance for all assigned responsibilities.
- Comply with CCT regulations, procedures, and rules.
- **Maintain accurate, complete, and timely records (i.e. lesson plans, student notes, incident reports, etc.).**
- Complete special projects as assigned.

**QUALIFICATIONS**

- Degree (or degree in-progress) in education, theatre, or a related field desired, but not required.
- Significant production experience in theatre.
- Minimum 3 years of experience working with children (preferably some experience in theatre education).
- Exemplary customer service, communication skills, punctuality, and reliability.
- Ability to work independently and as a team.
- Computer proficiency in Word processing, databases, spreadsheets, email, and internet.
- Must be comfortable interacting with students and families and able to deal with problems in a fast-paced environment.
- CPR/First Aid certification.
- If 18 years or older, pass a pre-employment screening including background check and past employment verification (at CCT's expense).
- Current FBI/BCI background check results (provided by the teaching artist at their expense).

**COMPENSATION**

- Starting at \$18/hr, commensurate with experience.
- Music Teaching Artists (those who can teach vocal skills and preferably play piano), as well as TAs who teach choreography, may be compensated at a higher starting rate in accordance with additional skills/preparation.
- Two complimentary tickets to all CCT performances.

**TO APPLY**

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

- Resume(s) (work history and artistic resume)
- Cover letter
- Letter of recommendation OR list three references (name, relationship, phone number, email address)