



Job Title: Shirlee & Henry Fonda Theatre Academy Coordinator

Department: Education & Outreach

Reports To: Education Director

Part-time hourly position

Scope of Responsibilities:

The Shirlee & Henry Fonda Theatre Academy Coordinator is responsible for assisting with OCP's education efforts in the Shirlee & Henry Fonda Theatre Academy (SHFTA) and the Theatre Technology Apprenticeship Program (TTAP).

SHFTA Responsibilities:

- Assist with all session needs throughout the year, from pre-session preparations through each session's final class
- Assist with parent & guardian communication through CAMPSITE following email communication guidelines
- Correspond with students and families through email and phone
- Assist with teaching artist contracts and onboarding paperwork
- Prep weekly classroom & off-site/community event materials
- Functions as the onsite coordinator/manages class day operations
- Assist with Immersive Theatre prep and facilitation of the program days
- Answer phone calls and emails in a timely manner
- Act as a substitute for any classes on-site or off-site on an as-needed basis
- Facilitate and assist with tours for schools and community groups
- Attend educational and community events, as needed
- Maintain and update CAMPSITE registration
- Maintain and update website
- Update site/staff calendar with SHFTA events
- Additional duties as assigned

TTAP Responsibilities:

- Correct and verify time sheets and quarterly hours for all apprentices
- Maintain/organize padlocks, lockers and TTAP extras
- Pre-set classroom with all needed materials

Qualifications:

- Share passion about theatre education, the arts, and student-success
- Effectively communicate with parents, students, and teaching artists
- Possess the cultural and social competency to work with individuals from diverse backgrounds and those that may be differently abled
- Ability to work independently with minimal supervision
- Be prompt, effective at communicating, and exhibit a positive attitude
- Uphold SHFTA values, policies, & procedures
- Act with discretion
- Experience in acting, dance, improv, musical theatre, or teaching preferred
- Evening & weekend availability required on an as-needed basis
- Detail oriented
- Experience with Excel
- Experienced in writing curriculum
- Contribute to an inclusive environment and culture where everyone feels a sense of belonging.
- Share the values of the Omaha Community Playhouse, which include inclusivity, artistic and educational impact, excellence, stewardship, and community