JOB DESCRIPTION

Teaching Artist & Teaching Artist Assistant

OCP Education classes, workshops, and approved instructional programming

Department	Education / Shirlee & Henry Fonda Theatre Academy (SHFTA)
Reports To	Director of Education or designated Education staff
Engagement	Assignment-based; schedule and classification confirmed in individual agreement
Compensation	TBD; based on approved role/placement and specific assignment
Primary Setting	OCP Education classes, workshops, camps, outreach, or other approved instructional programs

Position Summary

Omaha Community Playhouse Education engages Teaching Artists and Teaching Artist Assistants to provide theatre-based instruction for youth, teens, adults, and other OCP Education participants. These roles combine artistic or technical expertise with preparation, communication, inclusive teaching practices, and a commitment to participant growth. OCP establishes approved course goals, curriculum frameworks, safety expectations, and program procedures; Teaching Artists are expected to deliver that work with professional skill, adaptability, and their own teaching voice.

Applicant-facing pathway: OCP recruits Teaching Artist Assistants and Teaching Artists. Approved Teaching Artists may be placed internally as Provisional or Lead based on documented experience, instructional readiness, discipline, age-group fit, OCP history, screening, and observation. Senior/Mentor status is an internal OCP designation and is not an applicant-selected hiring tier.

Areas of Instruction

- Acting, scene study, character development, and audition preparation
- Improvisation, storytelling, playwriting, and devising
- Musical theatre, voice, singing, and related performance skills
- Dance, movement, choreography, and theatre movement
- Technical theatre, stage management, backstage skills, design, and production
- Youth, teen, adult, older-adult, outreach, and professional-development programming
- Other theatre disciplines that support OCP Education goals and approved programming

Core Expectations for All Education Assignments

- Create a safe, welcoming, inclusive, and participant-centered learning environment.
- Arrive prepared and on time, with materials, lesson needs, room needs, and known concerns communicated in advance.
- Use age-appropriate communication, instruction, supervision, and classroom-management practices.
- Follow OCP policies related to professional boundaries, participant safety, emergency response, confidentiality, and incident reporting.
- Communicate attendance, behavior, safety, facility, or participant concerns promptly to OCP Education staff.
- Participate in required orientation, assignment-specific training, check-ins, observations, and evaluation processes.

TEACHING ARTIST ASSISTANT | Developmental / supervised instructional support role

Teaching Artist Assistants support approved instruction and participant supervision under the direction of a Teaching Artist or OCP staff member. The role is designed for developing educators, artists, technicians, or specialists who have relevant subject knowledge but are still building independent teaching experience.

Primary Responsibilities

- Assist with class preparation, materials, room setup/reset, participant check-in, and other assigned program logistics.
- Support demonstrations, exercises, small-group work, transitions, supervision, and participant engagement as directed.
- Reinforce approved lesson goals and instructional directions rather than independently changing course objectives or curriculum.
- Observe and learn from approved Teaching Artists and participate in feedback or developmental check-ins when assigned.
- Communicate participant needs, safety concerns, behavior concerns, or instructional questions promptly to the supervising Teaching Artist or OCP Education staff.
- Lead a lesson segment or activity only when specifically approved and supervised for that assignment.
- Do not independently lead a full course or serve as the sole participant supervisor unless separately approved by OCP for that responsibility.

Required Qualifications

- Demonstrated interest, training, education, or practical experience in theatre, music, dance, technical theatre, education, youth development, or another relevant discipline.
- Strong communication, reliability, preparation, and willingness to receive feedback.
- Ability to work collaboratively under the direction of an approved Teaching Artist or OCP staff member.
- Readiness to work appropriately with the participant age group and program setting assigned.
- Successful completion of OCP-required screening, onboarding, and background-check processes applicable to the assignment.
- Willingness to follow OCP curriculum, participant-safety expectations, professional boundaries, and Education procedures.

Preferred Qualifications

- Relevant degree, certificate, conservatory training, technical training, or equivalent professional/community-theatre experience.
- Prior experience assisting, coaching, mentoring, directing, supervising, or working with the age group relevant to the assignment.
- Interest in developing toward independent Teaching Artist responsibilities.

TEACHING ARTIST | Candidates may be approved internally as Provisional or Lead

Teaching Artists deliver approved OCP Education curriculum and learning outcomes. Depending on demonstrated readiness and OCP approval, a Teaching Artist may lead a defined introductory assignment with additional observation/support or may be approved to independently lead assigned courses and direct Teaching Artist Assistants.

Primary Responsibilities

- Deliver OCP-approved curriculum, lesson objectives, and course outcomes while adapting instruction appropriately to the learners in the room.
- Plan individual sessions within the approved course framework and communicate material, room, equipment, or support needs in advance.
- Explain, model, coach, and provide constructive feedback within the assigned artistic or technical discipline.
- Maintain appropriate pacing, classroom management, participant engagement, and inclusive teaching practices.
- Supervise Teaching Artist Assistants or other approved support personnel when assigned.
- Document attendance, progress, incidents, or other required program information accurately and on time.
- Provide constructive course feedback and recommend curriculum adjustments through the approved Education process.
- Participate in observations, evaluation, and professional-development processes required for the assigned level or program.

Required Qualifications

- Demonstrated knowledge, training, and practical experience in the proposed area of instruction.
- Demonstrated ability to teach, coach, facilitate, direct, or otherwise translate subject knowledge into effective instruction.
- Strong professional communication, reliability, preparation, judgment, and follow-through.
- Ability to work effectively with participants from varied backgrounds, identities, abilities, and experience levels.
- Ability to work independently within an approved course framework and collaborate effectively with OCP staff and other Teaching Artists.
- Experience or demonstrated readiness appropriate to the participant age group, course level, format, and risk level of the assignment.
- Successful completion of OCP-required application review, interview/demonstration or observation when requested, references, screening, onboarding, and background-check processes applicable to the assignment.

Preferred Qualifications

- Bachelor's or graduate degree in theatre, music, dance, education, technical theatre, or a related field; equivalent professional, artistic, technical, or instructional experience is also valued.
- Previous teaching, coaching, directing, choreography, music-directing, facilitation, or youth-development experience.
- Professional, community, educational, or technical theatre experience relevant to the proposed assignment.
- Experience teaching the participant age group and skill level relevant to the assignment.
- Experience adapting instruction for different learning needs, abilities, and experience levels.
- Previous successful OCP teaching or program experience when applying for independent Lead assignments.

Placement and Selection

OCP evaluates candidates in relation to the actual assignment. A degree or professional credential may support a candidate's qualifications but does not independently determine teaching readiness or placement. OCP may consider relevant education, professional practice, community-theatre experience, documented instruction, coaching, directing, technical supervision, work samples, teaching demonstrations, references, observations, successful supervised service, and previous OCP experience.

- Teaching Artist Assistant: supervised role; no independent full-course authority unless separately approved.

- Provisional Teaching Artist: may lead an approved defined assignment with additional observation, check-ins, or support.
- Lead Teaching Artist: may independently deliver approved instruction and supervise Assistants when assigned.
- Placement is assignment-specific and may be limited by discipline, participant age group, course level, format, schedule, or other documented requirements.
- Completing screening or being approved for the roster does not guarantee a specific assignment, minimum number of hours, or renewal.

How to Apply

- Complete the OCP Teaching Artist Interest Form: https://forms.cloud.microsoft/r/xQ4VmASidA?origin=lprLink
- Provide a current resume or professional bio.
- Include a portfolio, website, reel, production credits, or teaching/work samples when relevant to the discipline.
- Identify preferred disciplines, participant age groups, availability, and whether you are interested in Assistant and/or Teaching Artist opportunities.
- Selected candidates may be invited to interview, provide references, and complete a teaching demonstration, observation, or assignment-specific qualification review.