JOB DESCRIPTION

Youth Production Creative Team

Director | Music Director / Musical Director | Choreographer

Department	Education / Shirlee & Henry Fonda Theatre Academy (SHFTA)
Reports To	Director of Education and designated production leadership
Engagement	Production-based; schedule, scope, and classification confirmed per production
Compensation	TBD; production-specific and separate from the Teaching Artist class/workshop pay structure
Primary Setting	SHFTA Youth Productions, Summer Youth Production Camps, and other approved youth productions

Position Summary

Omaha Community Playhouse Education engages Directors, Music Directors, Technical Directors, and Choreographers to lead SHFTA youth productions. These positions combine the artistic expectations of a theatrical production with an educational process for young performers. Creative-team members are expected to bring strong discipline expertise, organized preparation, clear communication, collaborative leadership, and a student-centered approach that develops young artists while producing a cohesive final presentation.

Compensation structure: Youth Production creative-team roles are not placed on the regular Teaching Artist class/workshop pay matrix. Each production role will have a separately approved compensation amount, schedule, scope, and agreement.

General Expectations for All Creative-Team Roles

- Create a safe, inclusive, educational, and professional rehearsal environment for young performers.
- Collaborate closely with the Director, Music Director, Choreographer, Education staff, stage management, designers, and production personnel.
- Prepare in advance and meet established rehearsal, production, communication, and performance deadlines.
- Use age-appropriate instruction and adapt expectations for differing levels of student experience and ability.
- Provide constructive, respectful, age-appropriate feedback and model professional rehearsal behavior.
- Communicate attendance, preparedness, behavioral, safety, scheduling, or production concerns promptly to OCP Education staff.
- Attend required production meetings, auditions, rehearsals, technical rehearsals, dress rehearsals, performances, and assigned post-production responsibilities.
- Work within approved production schedules, spaces, budgets, resources, policies, and artistic parameters.
- Follow OCP professional-boundary, participant-safety, emergency, incident-reporting, communication, and parent/guardian-contact procedures.
- Successfully complete OCP-required screening, onboarding, and background-check processes before participant contact.

DIRECTOR | Artistic and educational leadership

The Director provides the artistic and educational leadership for the production. The Director establishes and communicates a clear concept, guides young performers through the rehearsal process, and coordinates the creative team so acting, music, movement, design, and production choices support one unified production.

Key Responsibilities

- Develop and communicate the production's artistic vision in alignment with OCP Education goals, the licensed material, and the approved production scope.
- Plan and lead organized, productive rehearsals; prepare rehearsal plans and meet established production milestones.
- Collaborate with OCP Education on auditions, casting, rehearsal expectations, participant support needs, and schedule implementation.
- Teach and coach acting, character development, storytelling, stage movement, blocking, ensemble work, and theatre etiquette as appropriate to the production.
- Collaborate with the Music Director, Technical Director, and Choreographer so acting, music, movement, and staging support one cohesive production.
- Communicate effectively with stage management, designers, technical/production staff, and Education leadership.
- Track scene progress, blocking, student needs, rehearsal priorities, and outstanding production work.
- Manage rehearsal time responsibly and make artistic choices appropriate to the students, schedule, space, budget, and available resources.
- Ensure every participant receives meaningful instruction, appropriate opportunities to contribute, and clear expectations for rehearsal behavior and preparedness.

Required Qualifications

- Demonstrated directing, acting-coaching, or theatrical leadership experience.
- Demonstrated experience working with children, teenagers, students, or developing performers in a teaching, directing, coaching, or mentoring capacity.
- Strong leadership, organization, communication, collaboration, rehearsal-planning, and classroom/rehearsal-management skills.
- Knowledge of musical-theatre or theatrical rehearsal and production practices appropriate to the assigned production.
- Ability to lead young performers with patience, clarity, consistency, appropriate boundaries, and age-appropriate feedback.
- Ability to collaborate with multiple artistic and production disciplines while remaining accountable for the Director's assigned responsibilities.
- Availability for the full assigned rehearsal and performance schedule, including required production meetings and technical/dress rehearsals.
- Successful completion of required OCP screening, onboarding, and background-check processes.

Preferred Qualifications

- Bachelor's or graduate degree in theatre, directing, education, musical theatre, or a related field; substantial equivalent professional experience will also be considered.
- Two or more years of directing, teaching, coaching, or production-leadership experience.
- Prior experience directing youth, educational, community, school, camp, or Youth musical productions.
- Experience working with mixed skill levels, large ensembles, and developing young performers.
- Portfolio, production reel, directing resume, or documented production credits.

MUSIC DIRECTOR / MUSICAL DIRECTOR | Vocal and musical leadership - piano required

The Music Director is responsible for the musical preparation and vocal development of the production. This role teaches the score, supports healthy and age-appropriate singing, collaborates on musical storytelling, and provides keyboard support for rehearsals and assigned performances or technical needs. Strong piano proficiency is required.

Key Responsibilities

- Teach vocal music, harmonies, rhythms, diction, dynamics, lyrics, musical style, and interpretation to young performers.
- Prepare and lead organized music rehearsals, vocal warm-ups, sectionals, and musical review sessions.
- Support healthy, age-appropriate vocal production and make reasonable adjustments for developing or changing voices.
- Accompany auditions and rehearsals at the piano and provide keyboard support for run-throughs, technical rehearsals, or performances as assigned.
- Assess vocal ranges and capabilities during auditions or early rehearsal and communicate relevant needs to the Director and Education team.
- Collaborate with the Director and Choreographer on pacing, transitions, musical staging, dance breaks, cuts, and rehearsal priorities.
- Prepare or organize rehearsal materials, accompaniment resources, practice tracks, cuts, notes, and musical references as appropriate.
- Coach soloists and ensemble members while adapting instruction to varied levels of musical experience.
- Coordinate with musicians, tracks, sound personnel, or other musical resources assigned to the production.

Required Qualifications

- Strong piano proficiency and the ability to accompany musical-theatre rehearsals from the keyboard.
- Demonstrated knowledge of vocal technique, score reading/preparation, music teaching, and ensemble rehearsal.
- Demonstrated experience music directing, vocal coaching, accompanying, teaching music, or leading comparable musical-theatre work.
- Ability to teach music clearly to performers with varied levels of experience and to support healthy, age-appropriate singing.
- Strong communication, organization, collaboration, leadership, and rehearsal-management skills.
- Experience working with youth, students, or developing performers in a teaching, coaching, rehearsal, or mentoring setting.
- Availability for the full assigned rehearsal and performance schedule, including required production meetings and technical/dress rehearsals.
- Successful completion of required OCP screening, onboarding, and background-check processes.

Preferred Qualifications

- Bachelor's or graduate degree in music, musical theatre, music education, piano, vocal performance, or a related field; substantial equivalent professional experience will also be considered.
- Two or more years of music-directing, vocal-coaching, accompaniment, or music-education experience.
- Prior experience working with youth or developing/unchanged voices.
- Experience music directing Youth musicals, youth productions, camps, schools, community theatre, or educational theatre.
- Experience creating rehearsal tracks, making approved score cuts/adjustments, or coordinating with live musicians and sound teams.

CHOREOGRAPHER | Dance, movement, and storytelling

The Choreographer creates and teaches movement that supports the storytelling, musical style, and developmental level of the young performers. The Choreographer works in close partnership with the Director and Music Director to create clear, safe, achievable, and engaging movement for the production.

Key Responsibilities

- Create original choreography and movement appropriate to the production, licensed material, rehearsal time, performance space, and abilities of the cast.
- Teach choreography, formations, transitions, musical counts, movement vocabulary, and performance quality clearly and efficiently.
- Clean and refine dance combinations and staging while maintaining consistency across the ensemble.
- Adapt choreography to support performers with varied dance backgrounds, physical abilities, experience levels, and learning needs.
- Lead appropriate movement/dance warm-ups and reinforce safe movement practices.
- Collaborate with the Director and Music Director on staging, musical phrasing, character, storytelling, transitions, dance breaks, and production pacing.
- Document choreography or provide rehearsal references as needed to support retention and continuity.
- Track choreography progress, student needs, rehearsal priorities, and areas requiring additional review.
- Communicate rehearsal needs, participant concerns, and progress clearly to the creative team and OCP Education staff.

Required Qualifications

- Demonstrated dance, choreography, movement, or musical-theatre performance experience.
- Demonstrated experience teaching, coaching, choreographing, or leading movement with youth, students, or developing performers.
- Ability to teach movement clearly to performers with varied levels of dance experience and to adapt material without sacrificing storytelling.
- Strong communication, patience, organization, collaboration, and rehearsal-management skills.
- Understanding of safe and age-appropriate movement, warm-up, spacing, and rehearsal practices.
- Availability for the full assigned rehearsal and performance schedule, including required production meetings and technical/dress rehearsals.
- Successful completion of required OCP screening, onboarding, and background-check processes.

Preferred Qualifications

- Bachelor's or graduate degree in dance, theatre, musical theatre, education, choreography, or a related field; substantial equivalent professional experience will also be considered.
- Previous choreography experience with youth, educational, community, school, camp, or Youth musical productions.
- Experience adapting choreography for mixed skill levels, large ensembles, and limited rehearsal timelines.
- Experience in multiple dance or movement styles applicable to musical theatre.

TECHNICAL DIRECTOR | Technical production, safety, and scenic execution

The Technical Director provides technical leadership for assigned Youth Productions and production-based camps. Working in close coordination with OCP Production leadership, designers, the Director, stage management, and Education staff, the Technical Director translates approved scenic and technical concepts into safe, practical, and achievable plans. The role supports construction, installation, technical rehearsals, maintenance, and strike while maintaining OCP safety standards, production schedules, budgets, facilities, and educational priorities.

Key Responsibilities

- Review approved scenic and technical designs with OCP Production leadership and relevant designers to determine feasibility, construction approach, schedule, materials, labor needs, and safety requirements.
- Develop or assist with construction drawings, build plans, cut lists, material lists, schedules, and other technical documentation needed to execute approved designs.
- Coordinate scenic construction, installation, load-in, technical notes, maintenance, and strike for the assigned production or camp within the approved scope.
- Work within established production budgets and timelines; communicate material, labor, equipment, or schedule concerns before they affect the production process.
- Maintain safe practices for scene-shop work, tools, ladders, rigging, lifting, construction, installation, and backstage technical activity in accordance with OCP policies and Production Department procedures.
- Supervise or coordinate approved technicians, assistants, volunteers, or student participants when assigned, ensuring that duties and tool use are appropriate to each person's training, age, and level of supervision.
- Collaborate with the Director, stage management, scenic/design personnel, lighting/sound staff, Education staff, and OCP Production departments so technical elements support the artistic vision and rehearsal needs.
- Attend required production meetings, load-ins, technical rehearsals, dress rehearsals, performances, notes sessions, and strike as assigned.
- Respond promptly to scenic or technical issues during rehearsals and performances and determine when an issue requires escalation to OCP Production leadership.
- Maintain clean, organized, and safe work areas; return tools, equipment, stock, and materials according to OCP procedures at the completion of the assignment.

Required Qualifications

- Demonstrated experience in technical theatre, scenic construction, production management, stage operations, or a closely related technical discipline.
- Working knowledge of theatrical construction methods, materials, hand and power tools, basic drafting or construction-plan interpretation, load-in/strike procedures, and production safety.
- Ability to translate approved designs into practical technical solutions that can be completed safely within the available schedule, budget, staffing, and facility resources.
- Strong organization, communication, collaboration, problem-solving, and time-management skills.
- Ability to work effectively with directors, designers, stage management, technicians, volunteers, Education staff, and OCP Production personnel.
- Ability to supervise technical work responsibly and to recognize when a task, tool, rigging activity, electrical issue, or other technical operation requires additional qualified OCP personnel.
- Availability for required build periods, production meetings, load-in, technical/dress rehearsals, performances or on-call production support, and strike as assigned.
- Successful completion of required OCP screening, onboarding, safety training, and background-check processes before participant contact.

Preferred Qualifications

- Bachelor's degree, technical-theatre degree/certificate, or formal training in technical theatre, scenic design, theatre production, engineering, or a related field; substantial equivalent professional experience will also be considered.
- Two or more years of technical-theatre, scenic-construction, production, or Technical Director/Assistant Technical Director experience.
- Previous experience with youth, educational, community, school, camp, or Youth musical productions.
- Experience supervising or training technicians, volunteers, interns, students, or developing theatre practitioners.
- Experience with scenic carpentry, rigging, welding, theatrical hardware, lighting/sound integration, drafting/CAD, or other production technologies applicable to the assignment.
- Demonstrated experience maintaining production schedules, material estimates, purchasing, inventories, or technical budgets.

Application and Selection

- Complete the OCP Application: https://forms.cloud.microsoft/r/pCsz6UnF6s?origin=lprLink
- Submit a current resume and relevant production credits.
- Identify the role(s) for which you would like to be considered: Director, Music Director / Musical Director, Choreographer, or multiple roles.
- Provide links to production photos, video clips, portfolio materials, websites, or other work samples when available.
- Selected candidates may be asked to interview, provide references, discuss their approach to working with young performers, and confirm availability for a specific production.
- Role selection is production-specific. Inclusion in the creative-team pool does not guarantee a production assignment or future renewal.