

Now Hiring: Olympia Family Theater After School Program Director

Date of Posting: 7/31/17

Job description

Olympia Family Theater is seeking a director for their After School Program working with children 8-13. The After School Program Director works closely with the Artistic Director in selection of program plays and guaranteeing that all programming is age appropriate and falls within the mission of OFT. The director, along with a program assistant is responsible for all aspects of the development and production of the After School Program:

- Script selection or adaptation and formatting with approval of Artistic Director
- Rehearsal plan and upkeep and care of rehearsal space
- Casting and Management of Cast
- Running of rehearsals, blocking show, directing student actors with special consideration for their age and abilities
- Creative use of our stock and budget in putting together the props/costumes for each show
- Communication and coordination with parents, volunteers, OFT staff, and program assistant
- Sound design and simple lighting plan with existing plot
- Running sound and lights and helping front of house during performances
- Overseeing the strike and tear down of each show to guarantee that all physical properties are returned
- Repairing and/or cleaning props or costumes used

Qualifications

A successful candidate:

- Is energetic, trustworthy, and committed to the families and community we serve
- Enjoys and has experience working in a multi age environment (program serves children aged 8-13)
- Is an independent and innovative thinker and problem solver willing to tackle new challenges, and able to meet specific deadlines with minimal supervision
- Has excellent verbal and written communication skills to communicate with children, parents, and staff
- Has experience staging and directing for theater plus a solid understanding of child development and age-appropriate behaviors and skills
- Identifies technical or facilities needs and communicates to staff and volunteers in a timely manner
- Has a Bachelor's degree, or is working toward a degree in a related field, or has at least two years' work experience in theater or performing arts programs
- Ensures a safe, caring and enriching environment for families
- Serves as a positive adult role model for children through appropriate dress, speech, and attitude
- Creates an engaging and creative environment that fosters a sense of belonging where kids and families are enthusiastic to participate
- Arrives punctually and keeps in touch with OFT Staff regarding any planned or emergency absences
- Must undergo a comprehensive background check

Pay, benefits, and work schedule:

This is a part time contract with 3 sessions throughout the season. One session is 10 hours a week from 4-6 pm for rehearsals for 4 weeks plus 2 performances. Pay is \$700 per 4 week session. No benefits. During the 2017-18 Season the program dates are as follows:

- Fall: Oct. 2-28, 2017
- Winter: Jan. 29-Feb. 24, 2018
- Spring: Apr. 9- May 5, 2018

Our hope is that as this program continues to grow, the director can be involved in the planning and development of additional educational programming for children in this age range and beyond.

How to apply:

Please send a teaching resume as well as a performance/directing resume to jenryle@olyft.org.

For more information please go to- <http://olyft.org/education/>

Date of posting: July 31, 2017

Closing date for applications: August 24, 2017

About Institution:

Olympia Family Theater
612 4th Ave E Olympia WA 98501
360-570-1638
www.olyft.org

Olympia Family Theater (OFT) is committed to equal employment opportunity for all. OFT complies with applicable State and Federal laws and does not discriminate on the basis of race, color, national origin, ethnicity, age, height, weight or disability, sex (including gender expression, identity, or sexual orientation), family status (including marital, pregnancy or parenting status), religion, honorably discharged military status, or the use of a trained service animal by a person with a disability. OFT promotes an inclusive environment for employees, volunteers and patrons and does not tolerate discrimination, harassment or exclusion of people because of their identity or status.