

Production and Outreach Coordinator

Organization:	Oklahoma Children's Theatre, Inc
Date Posted:	07/15/2024
Date Needed:	9/1/2024
City:	Oklahoma City
Location:	Oklahoma
Type of Position:	Full-Time Permanent / Salaried
Education Preferred:	Bachelor's Degree or Relevant Experience

Description & Details:

Oklahoma Children's Theatre (OCT) provides exciting theatre and arts-based experiences to children throughout Oklahoma. OCT is well known for quality live productions, school-break camps, afterschool and weekend classes, student productions, and special events. Throughout, we place an emphasis on education and positive child development.

OCT is searching for a professional who is excited to work in the arts sector and help advance our mission to provide extraordinary live theatre and interactive educational experiences for young audiences.

This position requires a self-starter theatre professional with experience in stage management and theatre-arts education. All staff roles require a high level of self-motivated independent work, ability to problem-solve, and be a versatile player to advance the Theatre's mission.

This position will be charged with collaborative management of our productions and theatre-arts outreach programs. Experience in stage management and a strong knowledge of the production process is a must. This position will report to the Director of Programs. This position and its roles may evolve as deemed necessary.

The ability to attend rehearsals and performances on nights and weekends is required. This position will also be expected to travel across Oklahoma (company vehicle available) approximately 30 to 40 days a year, with occasional overnight stays as needed.

Responsibilities

- **Oversee the strategic collaboration between OCT and the Oklahoma City University Design and Production Department. Including communications, calendaring, and meetings.**
- **Act as Stage Manager for all Oklahoma Children's Theatre professional and student productions. (6 to 7 per year)**

- Attend all rehearsals and production meetings
- Costume and prop support (with a willingness to further develop these skills)
- Assist in the management of the OCT prop and costume warehouse
- Oversee applicable work-study students from OCU and other relevant volunteers
- Manage and “own” the annual OCT touring production
- Participate in other off-site outreach efforts as directed by the Director of Programs
- Participate in staff meetings, program planning, box office, office duties as needed
- Assist in fundraising and development events as needed
- Ensure a constant commitment to child safety in all activities
- Perform other duties and assume other responsibilities as assigned by leadership

Required Skills

- Proficient in GSuite/Google products
- Stage management expertise
- Ability to excel working on a small team
- Strong attention to detail
- Strong understanding of the production process
- Experience operating lightboards and QLab sound software
- Highly organized
- Strong communication skills
- Valid driver’s license with positive driving record
- Ability to manage your own time and prioritize projects
- Positive attitude
- A passion for the performing arts, working with children, and arts education is essential

Benefits & Salary

- \$37,000 - \$40,000/year salaried
- Health insurance available (employer pays for 100% of employee’s premium)
- Retirement plan with 3% employer match
- Dental insurance (fully paid by employer)
- Cash in lieu of benefits program
- 11 annual holidays off
- Office hours: M-F 8:30am-5pm (1-hour lunch)
- Office schedule may flex to accommodate responsibilities outside of office hours.
- Generous annual PTO benefits (166 hours)

Applications will be accepted through August 12, 2024. Please submit a one-page letter of interest/cover letter and a resume to: austin@okct.org. Place “Production and Outreach Coordinator” in the subject line. **Candidates will undergo an extensive background check.**