



**Position Title:** Resident Teaching Artist – Outreach Programming Focus

**Department:** Education and Production

**Pay Classification:** Full-Time

**FLSA Status:** Exempt

**Reports To:** Director of Programs and Director of Onsite Learning

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## Company & Job Summary

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

The Resident Teaching Artist – Outreach Programming Focus plays a key role in delivering dynamic theatre education to children and families across the state. This position leads the planning and facilitation of outreach programs—including residencies, workshops, and special projects—in schools, libraries, and community spaces statewide.

During the summer, the role transitions to leading week-long theatre camps on OCT's campus. A core component of the position is participation in both the touring and onsite production seasons, serving as an actor, director, or artistic support team member. The role also contributes to curriculum development, community partnerships, and organizational events that promote equitable access to the arts.

All staff roles require self-motivation, problem-solving skills, and a collaborative spirit to advance OCT's mission. The ideal candidate will be a passionate educator and artist who enjoys collaboration, thrives in a fast-paced environment, and is committed to positive youth development through theatre.

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## Duties & Responsibilities

### Education Programming – Outreach Focus

- Collaborate on the design and planning of outreach programs, including in-school residencies, workshops, and Page to Stage curriculum experiences.
- Serve as the lead teaching artist for programs delivered in schools, libraries, and community centers across Oklahoma.
- Lead instruction for week-long summer theatre camps at OCT when outreach programming is paused.
- Assist in training, mentoring, and supporting new outreach teaching artists and staff.
- Participate in the evaluation and improvement of outreach curricula to ensure educational relevance and alignment with Oklahoma Academic Standards.
- Communicate effectively with school personnel and community partners.
- Help identify and cultivate new community partnerships.

### **Outreach/Production Crossover – Touring Show**

- Serve in a key artistic role (e.g., director or performer) for the annual touring production.
- Participate in research and selection of the touring production.
- Assist in adapting material for varied educational settings.
- Contribute to the development of original touring content aligned with school curriculum.
- Design and lead interactive workshops that accompany the touring production.

### **Production Support**

- Participate in onsite productions in artistic roles as needed.
- Support the selection process of OCT's production season, especially with an educational lens.
- Assist in the development of original content and Theatre for the Very Young programming.

### **Onsite Programming Support**

- Teach onsite classes such as afterschool or weekend workshops as needed.
- Help develop curriculum for onsite programs, including summer camp themes.
- May be considered for directing Young Company productions, depending on schedule and interest.

### **Organizational & Event Support**

- Represent OCT at special events including:
    - Fairytale Ball
    - Lunch and Learns
    - Community appearances and festivals
    - Production promotional events
  - Attend and participate in staff meetings, trainings, and planning sessions.
  - Support daily organizational operations, including:
    - Answering phones and managing inquiries
    - Assisting with classroom/event setup and cleanup
    - Supporting transitions during peak programming times
    - Helping with event and production setup and strike
  - Assist in program documentation and evaluation, including collecting student feedback and media for promotional use.
  - Collaborate across departments to support flexible staffing and creative problem-solving.
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### **Education & Experience**

- Bachelor's degree in Theatre, Education, or related field preferred.
  - Minimum of 2 years experience as a teaching artist or educator working with children.
  - Experience performing or directing for youth audiences preferred.
  - Valid Oklahoma driver's license required.
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### **Required Knowledge, Skills & Abilities**

- Strong classroom management and instructional skills.
- Excellent communication, collaboration, and interpersonal abilities.
- Ability to manage multiple projects and meet deadlines.
- Passion for arts education and youth development.

- Creativity and flexibility in responding to changing environments.
  - Ability to work independently and as part of a team.
  - Comfort driving long distances for outreach (vehicle provided or mileage reimbursed).
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### Other Information

- **Compensation:** \$38,000 - \$41,500
  - **Benefits:** Full-time employees receive 100% employer-paid health and dental insurance (dependent coverage available but not covered), and retirement plan with 3% match.
  - 160 hours of annual PTO.
  - CPR and First Aid certification required (training may be provided).
  - Must be available for some evening and weekend work.
  - Passion for the performing arts, arts education, and equitable community access is essential.
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### Physical Requirements

Must be able to lift and/or move up to 25 pounds. Requires extended periods of standing, walking, or driving. Frequent bending, reaching, and movement in classroom and theatre spaces. Local and statewide travel is required. Regular physical attendance is essential.

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### Additional Information

- **Target start date:** August 15, 2025
- Candidates will undergo an extensive background check.
- Applications reviewed on a rolling basis until the position is filled.

### To Apply:

Submit a cover letter and resume to Mollie Reid, Director of Programs, at [mollie@oklahomachildrenstheatre.org](mailto:mollie@oklahomachildrenstheatre.org)