

THE CIVIC

GUEST TEACHING ARTIST

The Kalamazoo Civic Academy of Theatre Arts is seeking Teaching Artists for our 2020-21 season. Applicants must have experience in the theatre arts and a passion for sharing their knowledge with others. Previous teaching experience is preferred. We anticipate needing teachers to teach a wide variety of skills, including but not limited to: acting, improvisation, script/monologue writing, dance technique, specialty dance instruction, puppetry, stage makeup, stage combat and singing (applicants do not need to teach in all areas).

To be considered, please email a letter of interest, resume, and availability to: Education@KazooCivic.com . Applications will be accepted and reviewed throughout the season. However, if you wish to be considered for our fall classes, please submit your application no later than September 20, 2020.

Date: 2020-2021 Season

Job Title: Guest Teaching Artist

Department: Academy of Theatre Arts

Possible Location(s): Within The Kalamazoo Civic Theatre complex; virtually; or, at an outreach site such as community center or school.

Reports To: Director of the Academy of Theatre Arts

Definition: Guest Teaching Artist will provide engaging theatre arts learning activities to students of varying skills in assigned classes or workshops designed to develop an interest in and ability for creative expression. They may also suggest appropriate opportunities to expand and improve Civic Education Programs. Teaching Artists are directly supervised by the Director of the Academy of Theatre Arts.

Performance Responsibilities

1. Plan and prepare a program of study to meet the needs and interests of the students
 - a. Plans appropriate lessons in accordance with curriculum outline/outcomes/expectations as provided by the Director of Academy of Theatre Arts.
 - b. Ensure materials (scripts, video clips, music, etc.) used in class are reflective of a diverse community and challenges perspectives that may not be present in mainstream texts.
 - c. Develop age-appropriate instructional strategies to achieve curriculum goals considering how lessons will be tailored for various learners and learning styles.
 - d. Encourage students to express their personalities and thoughts through the creative process. Consider equity in participation, planning ways to keep all

- students active and engaged in the learning so all student ideas are shared and represented.
- e. Set and maintain acceptable standards of classroom behavior to establish a productive learning environment
2. Promotes Civic programs and productions.
 - a. Announces upcoming audition and learning opportunities and encourage students to participate
 - b. Announces performances information and encourages students to attend
 3. Maintains a high level of professionalism while representing the Civic.
 - a. Is courteous, prompt and helpful to anyone inquiring about the Civics' programs or facilities.
 - b. Represents the Civic in a professional and courteous manner.
 - c. Listens courteously to complaints, addresses concerns and follows through on any promises of resolution.
 - d. Spend only pre-approved amounts budgeted for classes.
 - e. Reports complaints outside of instruction jurisdiction to the Director of the Academy of Theatre Arts.

Minimum Qualifications

1. Previous theatre and/or teaching experience.
2. Demonstrates the ability to make decisions, take appropriate action and follow task through to completion.
3. Experience working with students similar in age to class hired to teach.
4. Strong organizational and communications skills.
5. High School Diploma or equivalent.
6. Must be 18 years of age or older.

*Applicants will be required to submit to a criminal background check.

Desired Qualifications

1. A Bachelor's Degree in Theatre, Theatre Education, Education or related discipline.
2. Previous experience teaching theatre to students ages 3 and up.

The Kalamazoo Civic Theatre is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive work environment that inspires all individuals and provides a work environment free of discrimination and harassment.