



to educate, entertain
& enrich the lives
of young audiences

JOB TITLE: Teaching Artist

REPORTS TO: Education Director, Outreach Manager, and/or Catalyst Manager (depending on assignment)

PAY: \$22- \$25 per hour, part time, non-exempt (dependent on experience and assignment)

Overview

Northwest Children's Theater and School (NWCT) seeks experienced and energetic teaching artists from diverse backgrounds to lead in-person theater classes and camps. Applicants should have practical experience teaching creative drama, acting, musical theater, improvisation, devising, and/or choreography to youth ages 4-18 in camps, classrooms, theater schools, or after school settings.

Duties and Responsibilities

- Generate a warm, inclusive, and energetic atmosphere for the classroom to ensure a positive experience for students.
- Implement classroom management strategies to create a brave space for all students and equal opportunities for input.
- Collaborate with co-teachers and NWCT staff to implement shared ideas and resources for a successful classroom experience.
- Update the program lead on class progress and any issues or challenges that may come up.
- Attend training prior to the start of camp or class sessions and attend regular check-in meetings.
- Perform basic administrative tasks such as parent communication, email response, and completing timesheets.
- Adhere to all safety guidelines and procedures.

Required Skills & Qualifications

- Experience working with young people in camp, classroom, theater school, after-school, or rehearsal settings.
- Experience as a theater artist and/or with creative play. Specific skill sets include acting, musical theater, improvisation, devising, choreography, and directing.
- Ability to develop and execute weekly lesson plans and activities based on the class/camp/performance theme and age group.
- Strong verbal and written communication skills with colleagues, parents, and students.
- Ability to problem-solve and approach challenges with resourcefulness.
- Flexibility to change approach or teaching methods to best fit the situation.
- Works well in a team environment with minimal supervision.

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- Teachers for in-person programming must provide proof of vaccination against COVID-19 prior to starting work and adhere to all [COVID-19 safety guidelines](#).
- First Aid and CPR certification is a plus.
- English/Spanish bilingual is a plus.
- Background checks required.

Desirable Personal Values

- Passion for youth arts education and an understanding of the transformative role the arts can play in youth's lives.
- Dedication to empowering students to share their voice and perspectives.
- Commitment to diversity, equity, inclusion, and anti-racism.
- Engages in active listening and is sensitive to the needs of others.
- Works with a deep sense of play and celebrates joy within the process and product.

Physical Requirements and Expectations

- Able to lift 30 pounds. (Reasonable accommodations will be made for persons with disabilities).
- Must be flexible working in a fast-paced, non-profit environment.
- Willing to use personal equipment such as a cell phone or laptop/tablet when working remotely.
- Access to reliable transportation is a plus.

Teaching Artist Salary & Schedule

- \$22-25/hr, part-time seasonal, non-exempt. Commensurate with experience. Hours for training, meetings, and prep time are paid at a separate rate.
- Schedules vary, however Teaching Artists can anticipate 1-6 classes per week (approximately 2-14 hours per week)
- Training and attendance at regular check-in meetings is required. Dates to be set prior to the start of class, camp, or production sessions.

Program Summaries

Applicants may be considered for any of the following programs:

- Theater School
- Outreach
- Catalyst

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Theater School Camps & Classes

Northwest Children's Theater's award-winning camps and classes are the place to be for kids who are looking to flex their creative muscles in a fun, safe, and supportive environment. We offer four different types of classes:

1. **First Stage Classes** (Ages 4 – 6) combine character creation, storytelling, songs, theater games, and a healthy dose of silliness, introducing the magic of theater to our youngest students.
2. **Explore Classes** (Ages 6 – 10) combine character creation, imaginative world-building, theater games, and adventures, immersing students into theater and creative play.
3. **Skills Classes** (Ages 8 – 14) are designed to help students hone specific theater skills like acting, musical theater, and improv.
4. **Playlabs** (Ages 8 – 14) provide students the opportunity to enhance theater skills by putting on a play or musical. Students audition, rehearse, and perform. Everyone gets a part.

Theater School camps and classes are currently held in NW Portland (1819 NW Everett Street), SE Portland (5516 SE Foster Road), and the Sherwood Center for the Arts.

Theater School classes currently take place one day per week on Mondays, Wednesdays, Saturdays, and Sundays. Theater School terms are typically 9 weeks long.

Outreach Classes

NWCT's Outreach Program serves the Portland-metro area through in-school and after school drama programs at private and public schools. For many students, this is their first introduction to theater! We offer five different types of classes:

1. **First Stage Classes** (Ages 3 – 6) combine character creation, storytelling, songs, theater games, and a healthy dose of silliness, introducing the magic of theater to our youngest students. Held at area preschools and daycares.
2. **Theater Games** (ages 5 - 14): Students learn the basics of performance, such as character creation and development, ensemble building, and storytelling through a wide variety of fun theater games. Held at area schools.
3. **Create-Your-Own Play** (ages 5 - 14): Students see their imaginations come to life by creating their own play. They work together to discover the setting, plot, characters, and events of a story. Then, they transform their stories into a theatrical presentation while developing acting and performance skills. Held at area schools.

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4. **All-School Playlabs** (ages 5 - 14) provide students the opportunity to learn theater skills by putting on a play or musical, using an NWCT original script. Students put on a play from start to finish, complete with costumes, sets, and props. Cast size ranges from 20 to an all-school playlab of 50+.
5. **In-School Residencies** (ages 5 - 14): By partnering with Young Audiences of Oregon, Teaching Artists are paired classroom teachers to bring learning to life through theater. Students may explore history, language, literature, math and science through playmaking, character development, script writing, monologues, and creative dramatics. Residencies can be as small as one classroom or as large as every classroom in the school. Content is customized based on class curriculum.

Outreach classes currently occur one day per week (Monday-Friday) between 2:00-5:00pm.

Catalyst Classes and Projects

Catalyst: NWCT's Youth Company is an advanced training program for performing arts and technical and design theater students ages 10 to 18. Through a combination of classes, workshops, performance, and production opportunities, students develop their craft under the mentorship of professional theater artists. Participation in Catalyst is by application and audition, or invitation only. There are two main types of opportunities:

1. **Classes and workshops** in a variety of theater arts: Acting, vocal technique, dance, improv, technical theater and design, etc.
2. **Productions and performances** in a variety of styles: Plays, musicals, revues, devised theater, etc.

Classes and rehearsals occur on weekdays and weekends depending on the project.

Teaching Artists are encouraged to pitch ideas for types of classes or performances that will enhance students' experience with a wide range of theater skills.

Submission Instructions

Applications are accepted on a rolling basis. Submit a letter of interest, contact information, and resume to Cindy Simpson, HR Manager at cindy@nwcts.org. Please indicate which programs you are interested in. Submit documents in PDF format only.

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