



## Teaching Artist

Music Theatre Wichita is seeking a Teaching Artist to join a dynamic, forward-looking team. The ideal candidate will have a strong passion for youth and musical theatre education: students served will focus on beginners and those interested in enrichment activities, as well as students interested in pre-professional study. The candidate should expect to spend approximately 25 hours per week teaching, with additional hours spent on administrative tasks and preparation.

We are looking for someone with a background and experience in musical theatre/music/dance education. The Teaching Artist will foster a love of teamwork, experimentation, and be passionate about maintaining a safe space for students and their families. Music Theatre Wichita is in its early stages of year-round offerings, so this is a great opportunity for someone interested in expanding and growing a program (and their responsibility), while maintaining the organization's high standards.

MTWichita has a team-oriented approach and, at times, requires “all hands on deck” to achieve high standards for audiences and constituent groups. [Read more about Music Theatre Wichita here.](#)

### Application Instructions

The application packet should include a letter of interest, a résumé, and the names and contact information of three professional references. (These references will only be contacted for finalists, and the candidate will be notified in advance.) Please email application materials to Education Director Joshua Larson at [josh@mtwichita.org](mailto:josh@mtwichita.org). The position would begin in July, with an opportunity to shadow the current teaching artist for a month, and with additional mentoring throughout the first year.

### Job Summary

The Teaching Artist will serve as a key member of the education team and act as the lead teaching artist for all year-round classes, workshops, and camps. The teaching artist will not only teach the classes, but also maintain the daily schedules for the year-round classes, create and implement curriculum, be the lead contact for parents/caregivers, explore ways to expand MTWichita's educational offerings, and create a community of support and encouragement.

<b>Department</b>	Education
<b>Reports to</b>	Education Director
<b>FLSA</b>	Exempt
<b>Salary Range</b>	\$45,000-50,000 annually, dependent on experience. Benefits package includes health insurance, PTO, 401k match, and more.

### **Essential Duties and Responsibilities**

#### **Leads Year-Round Teaching**

- Create and offer a variety of classes each semester, focusing primarily on ages 4-18; most offerings should be tailored towards students participating for enrichment purposes. Adult classes have also been popular.
- Teach primarily during evenings and weekends throughout the school year, with occasional daytime classes for homeschool students.
- Offer camps and workshops when school is out, and throughout the summer break.
- Expand classes and materials from demand, feedback, and input from parents and students.
- Offer classes from the beginner level up through the pre-professional students.
- Increase attendance and earned revenue through education programs and partnerships.
- Recruit student class assistants to help with smoothly running classes.

#### **Performs a range of administrative work**

- Build and maintain offerings in the education department's CRM (Customer Relationship Management System)
- Serve as the main point of contact for parent questions and concerns.
- Maintain frequent email communication with parents and education team.
- Prepare classroom materials and lesson plans.
- Works with administrative staff on ideas and implementation for grant funding, sponsorships, etc.

### Community Outreach

- Cultivate relationships with parents, students, educators, and members of the community.
- Develop and maintain partnerships within the theatrical and educational communities as well as outside organizations.
- Represent MTWichita at public and private events and meetings.

### Additionally, the Teaching Artist

- Attends Music Theatre Wichita mainstage productions as well as education shows; dependent on schedule, may be asked to help with some education performances.
- Communicates courteously, professionally and maintains working relationships with others in carrying out job functions.
- Participates in developing and maintaining effective education policies.

### Minimum Qualifications

The job requires 3+ years of experience in teaching arts education in any combination of musical theatre, dance, music, and theatre. Preferred qualifications include: supervisory experience; experience in creating camp, workshop, and class schedules; experience with or interest in creating dual language opportunities.

### Knowledge, Skills, and Abilities Required for Successful Job Performance

- Integrity above reproach; ability to maintain confidentiality when dealing with sensitive information.
- Exceptional patience, kindness, and tolerance in working with young children. Music Theatre Wichita values an inclusive and loving environment, not one that is controlled by shouting or harsh words.
- Strong attention to detail.
- Ability to effectively organize time and anticipate, plan, and manage multiple priorities with deadlines.
- Verbal and written communication skills sufficient to effectively present information and respond to questions from a wide variety of audiences.
- Ability to learn new applications (experience with Sawyer.com for project management is a plus).



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**Music Theatre Wichita believes a diverse and inclusive team is critical to our ongoing relevance and growth, beginning with the selection process. Therefore, the team is working to ensure diverse candidate pools and encourages candidates from diverse backgrounds to apply.** MTWichita is an equal opportunity employer and considers qualified applicants for employment without regard to race, color, creed, religion, national origin, sex, sexual orientation, gender identity and expression, marital or civil partnership status, pregnancy, age, disability, veteran status or any other protected factor under federal, state or local law.