

JOB DESCRIPTION

Job Title: Theatre Company Choreographer (9875)

Job Summary:

Under general supervision and direction of the Theatre Company Director and/or designee(s), provide choreography, and department support for Theatre Company mainstage and OnStage productions, as well as Planetarium performances and Stage & Space Collaborative programming. The position develops and implements an integrated dance curriculum, leads dance and theatre activities for students in grades K–12, choreographs musical productions and live planetarium presentations, and collaborates with supervisors to plan and execute events and performances.

Essential Duties:

- Create, design, and implement choreography for Theatre Company musical productions and Planetarium performances.
- Develop and lead dance classes, acting exercises, and performance activities that build foundational and advanced skills for K-12 students.
- Design and implement dance and theatre programs that align with Stage & Space Collaborative goals and support student access to arts education.
- Collaborate with local arts partners and the professional arts community to strengthen programs and expand visibility.
- Build and support community engagement to enhance participation in Stage & Space Collaborative activities.
- Provide instruction in school districts and After-School programs to support public performance readiness and skill development.
- Select age-appropriate curriculum, music, and materials for rehearsals and performances.
- Assist in the planning, coordination, and implementation of county-wide events (such as OnStage teams), as needed.
- Prepare schedules, correspondence, flyers, calendars, and performance/program materials, as needed.
- Perform online ordering for office, rehearsal, and show-related supplies.
- Work with supervisors to compose and prepare production materials such as flyers, forms, and other informational materials.
- Support the Theatre Company box office by running or assisting in ticketing operations when not traveling or in rehearsals.
- Provide general administrative and clerical support related to theatre and planetarium productions.
- Travel to various locations throughout Tulare County for work-related duties.
- Perform other related duties, as assigned.

Skills, Knowledge and/or Abilities:

Skills to:

- design and direct choreography for musical theatre productions and related performances;
- teach a wide range of dance styles to learners of various ages and skill levels;
- develop and implement dance and theatre curriculum;
- utilize word processing, spreadsheet, database, and Internet-based applications;
- operate point-of-sale systems and conduct financial transactions for ticket sales;
- collaborate effectively with directors, choreographers, musicians, designers, and other production staff;
- evaluate performer needs and adjust instruction accordingly.

Knowledge of:

- dance styles and choreographic techniques;
- musical theatre performance and production processes;
- positive public relations strategies and effective communication with stakeholders;
- copyright procedures and guidelines related to theatre productions;
- theatre box office practices and customer service procedures;
- basic office methods, recordkeeping, and organizational procedures;
- introductory video and music editing for rehearsal or promotional materials;

- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- understand and carry out oral and written instructions;
- communicate clearly and professionally with performers, staff, and community partners;
- work flexible hours, including frequent evenings and/or weekends during rehearsal and performance periods;
- meet schedules and deadlines while managing multiple projects;
- adapt instruction to diverse learning styles and production needs;
- maintain effective working relationships with students, families, staff, and outside organizations;
- travel throughout the county using own vehicle;
- regularly participate in professional development and training.

Responsibilities include: This role involves vocal instruction, musical preparation, and coaching performers for Theatre Company productions and events. The position requires continuous collaboration with creative teams and frequent communication with students and staff. Duties involve sitting, standing, walking, and moderate physical activity during rehearsals. The work occurs primarily indoors in instructional or rehearsal settings, with regular proximity to active stages, rehearsal rooms, and performance environments.

Education Required:

- High school diploma or equivalent.
- Degree in dance, music, musical theatre, or a related field is preferred.

Experience Required:

- Three (3) of experience performing choreography and dance.
- One (1) year of experience teaching choreography for theatre productions.

Other Requirements:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint clearance upon hire.

FLSA Status: Non-Exempt

March 2026

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.