

**JOB DESCRIPTION**

**Job Title:** Theatre Company Vocal Specialist (9551)

**Job Summary:**

Under general supervision and direction of the Theatre Company Director and/or designee(s), provide vocal instruction, musical preparation, and performance coaching for Theatre Company mainstage and OnStage productions, as well as various Planetarium and Tulare County Office of Education events. The position supports performers in developing healthy vocal techniques, musicality, characterization, and audition readiness, and collaborates with creative and production staff to ensure high-quality performances.

**Essential Duties:**

- Provide individual and group vocal instruction that supports healthy technique, breath control, projection, diction, pitch accuracy, vocal range, and tone quality.
- Teach foundational and advanced vocal skills specific to musical theatre, classical vocal styles, and contemporary performance needs.
- Prepare performers for auditions, rehearsals, and performances by using songs to coach character interpretation, emotional connection to musical material, stage presence, and confidence-building strategies.
- Analyze and interpret musical scores to determine vocal requirements; adapt or transpose music as needed.
- Collaborate with the director, choreographer, orchestral conductor, sound director/designer, and production team members to align vocal performance within the production.
- Lead vocal warm-ups, ensemble work, and rehearsal support for all productions.
- Provide guidance on vocal health, stamina, and long-term sustainable vocal practices.
- Support acting and diction development, including articulation, phrasing, and integrating vocal performance with physical expression.
- Assist in designing and implementing vocal curriculum, lesson plans, and program enhancements.
- Coordinate student musician and vocalist participation for department and TCOE events.
- Provide voice-over recordings for Theatre Company, Planetarium, and TCOE projects, as requested.
- Provide vocal coaching to Tulare County schools for musical productions, as assigned.
- Assist with directing mainstage musicals for TCOE, as needed.
- Maintain records of student progress and rehearsal notes, as needed.
- Travel to various locations throughout Tulare County for work-related duties.
- Perform other related duties, as assigned.

**Skills, Knowledge and/or Abilities:**

**Skills to:**

- teach and coach musical theatre and classical vocal techniques to performers of varying ages and experience levels;
- lead vocal rehearsals, sight-reading sessions, and ensemble musical preparation;
- provide constructive feedback and guide performers through vocal and artistic growth;
- collaborate effectively with directors, choreographers, musicians, designers, and other production staff;
- evaluate performer needs and adjust instruction accordingly;
- utilize sound editing and recording software for voice-over or rehearsal materials.

**Knowledge of:**

- musical theatre vocal styles, vocal pedagogy, and vocal anatomy;
- music theory, sight-reading, and score interpretation;
- basic stage direction, performance terminology, and theatrical production processes;
- piano skills sufficient to lead rehearsals, run vocal warm-ups, or teach musical excerpts;
- techniques to support vocal health and stamina;
- sound editing and basic recording procedure;
- 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 families. 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 voice, music, musical theatre, or a related field is preferred.

**Experience Required:**

- Two (2) years of paid or volunteer experience in vocal instruction, musical theatre performance, or related fields.
- Two (2) years of paid experience in the performing arts industry.

**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

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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.