

**POSITION DESCRIPTION –MUSICAL THEATRE VOICE INSTRUCTOR/THEATRE DIRECTOR
SUSAN BURRELL HUTCHINSON COMMUNITY ARTS CONNECTION
COMMUNITY SCHOOL OF THE ARTS**

Overview

Community School of the Arts (CSA) is a non-profit arts education organization serving children and youth in the visual and performing arts. CSA provides high-quality instruction in music, theatre, dance, and visual art to children and youth of all ages and levels. Our mission is to develop confident leaders and outstanding citizens through educational and artistic excellence. Currently, we are in the middle of a capital campaign to build a 40,000 sq. ft. facility called the **Center for the Creative Arts** on our riverfront in Fort Smith. This first-of-a-kind Center in Arkansas will be the “hub” of arts activities for children and youth in Arkansas and Oklahoma that reaches a population of some 600,000.

As we continue to build our reputation of excellence in the arts, and continue to develop programs, we are seeking an outstanding voice instructor to teach primarily musical theatre voice in a vibrant and growing program. This individual will have the opportunity to further develop the musical theatre program, lead musical theatre companies, and teach a full studio of students in that program. Passion for teaching children and youth is at the core of this position.

The ideal candidate will have experience recruiting and teaching students from very young through advanced level. In addition, the candidate will have experience working with parents. The candidate will have a background in musical theatre with emphasis in voice and the ability to direct shows for children’s musical theatre. The candidate will possess excellent communication skills and must be able to network with the community and identify potential families for the program. This individual will have the opportunity to collaborate with other CSA instructors to develop summer programs.

Requirements

- A bachelor’s degree in musical theatre or equivalent experience
- Three years of teaching experience is preferred
- Team builder, highly organized and possessing excellent customer service/communication skills
- Dynamic and energetic leadership qualities
- Ability to collaborate and involve community partners
- Ability to attract students

Responsibilities

- Be responsible for parent engagement and recruitment and retention of students
- Teach a full voice studio of private lessons (50+ students), particularly in the upper elementary/early teen age
- Prepare advanced students for college
- Direct musical theatre as needed
- Ability to teach acting classes and dance a plus
- Develop summer programs and camps

Salary

9-12 Month contract depending upon enrollment and interests
Competitive, based on experience and qualifications

Benefits

Paid holidays, sick time, and vacation time
Other benefits to be determined

Start Date:

Open until filled

Send vita, unofficial transcripts, and contact info for three references to:

Dr. Rosilee Russell, Executive Director

Rosilee.russell@csafortsmith.org