



POSITION DESCRIPTION

POSITION TITLE: Musical Theatre Instructor

POSITION TYPE: Ongoing Contractual

SUPERVISOR/MANAGER: General Manager

MAIN DUTIES/RESPONSIBILITIES:

The Musical Theatre Instructors primary responsibility is to inspire, enthuse, excite, guide, enliven, and motivate students through the study, practice and performance of musical theatre in a group class setting.

- Teaching of Musical Theatre group class, including planning and preparing courses and lessons; and assessing, recording and reporting on development, progress and attainment.
- Explain, demonstrate, and teach the three musical theatre cornerstone disciplines of singing, dancing, and acting
- Maintaining good order and discipline among the students you are teaching
- Monitor each student's progress and keep the administration team informed of progress through the use of the Student Report Form and other communication methods.
- Acquiring appropriate teaching materials and resources.
- Motivating students and encouraging progress.
- Liaising with administration staff and parents of students.
- Assessing students' abilities and providing feedback.
- Preparing students for performances and concerts for students' families and friends.
- Actively pursue the development and improvement of your skill areas by accessing and implementing up to date teaching methods and curriculum tools.
- Seeking regular professional development opportunities such as attending appropriate seminars and courses.
- Participating in appropriate administrative and organisational tasks in order to ensure the smooth running of the class.
- Other duties as directed.

SKILLS & EXPERIENCE

Qualifications:

- Working with Children check.
- Appropriate qualifications in discipline/s being taught.

Experience: Some experience in a similar role

Skills:

- Excellent verbal and written communication
- Organised and able to meet deadlines
- Ability to motivate others
- Patience
- Flexibility and a team player
- Enthusiasm, imagination, and passion for musical theatre

Authority:

To undertake tasks prescribed in this Position Description as directed by the Directors and General Manager. To act in accordance with Company Policies and Procedures.