

BCT Summer Spotlight

Hiring Platform Job Descriptions - Acting Instructor and Choreography Instructor

Prepared for Buffalo Community Theater

These position descriptions are formatted for use on hiring platforms and public recruiting materials.

Summer Camp Acting Instructor

Organization	Buffalo Community Theater
Program	BCT Summer Spotlight
Location	Zion Lutheran Church, Buffalo, MN
Dates / Schedule	June 22-25, 2026 Monday-Thursday 9:00 AM-2:00 PM

Compensation: \$550 stipend

Position Summary

Buffalo Community Theater is seeking a Summer Camp Acting Instructor for BCT Summer Spotlight, a 4-day youth skill-building theater camp for elementary and middle school students. This instructor will lead acting-based instruction focused on confidence, creativity, collaboration, stage presence, and age-appropriate performance skills. This is not a production-based camp. There is no formal performance at the end of the week. The focus is on teaching, skill development, and creating a positive theater experience for students.

Responsibilities

- Lead acting instruction for elementary and middle school students
- Plan and deliver engaging, age-appropriate acting lessons and activities, with potential collaboration from BCT Youth Committee members as needed
- Teach topics such as improv, character development, scene work, storytelling, expression, movement, and stage presence
- Create a supportive, encouraging, and inclusive classroom environment
- Adjust teaching style and activities to fit different age groups and experience levels
- Collaborate with the choreography instructor and camp organizers to support overall camp flow
- Help supervise students as needed within the camp schedule
- Communicate professionally with camp leadership and help maintain a safe learning environment

Preferred Qualifications

- Experience teaching acting, theater, or youth performance classes

- Experience working with elementary and/or middle school students
- Strong communication and classroom leadership skills
- Ability to create fun, organized, and age-appropriate lesson plans
- Background in theater, drama, education, or youth arts programming preferred
- Community theater experience is a plus

Ideal Candidate

The ideal candidate is energetic, encouraging, organized, and passionate about theater education. They should enjoy helping students build confidence and skills in a low-pressure, skill-building environment.

Summer Camp Choreography Instructor

Organization	Buffalo Community Theater
Program	BCT Summer Spotlight
Location	Zion Lutheran Church, Buffalo, MN
Dates / Schedule	June 22-25, 2026 Monday-Thursday 9:00 AM-2:00 PM

Compensation: \$550 stipend

Position Summary

Buffalo Community Theater is seeking a Summer Camp Choreography Instructor for BCT Summer Spotlight, a 4-day youth skill-building theater camp for elementary and middle school students. This instructor will lead choreography and movement-based instruction that helps students build confidence, musicality, expression, performance energy, and foundational dance skills for musical theater. This is not a performance-based camp. There is no formal public performance at the end of the week. The emphasis is on skill building, creativity, and positive participation.

Responsibilities

- Lead choreography and movement instruction for elementary and middle school students
- Plan and deliver engaging, age-appropriate choreography and movement activities, with potential collaboration from BCT Youth Committee members as needed
- Teach musicality, rhythm, simple combinations, expression, performance energy, and choreography skills related to musical theater
- Adapt choreography and movement activities to suit different ages and skill levels
- Create a positive, inclusive, and encouraging learning environment
- Collaborate with the acting instructor and camp organizers to support the overall camp experience
- Help maintain a safe and structured classroom environment
- Support camp operations and student supervision as needed

Preferred Qualifications

- Experience teaching dance, choreography, movement, or musical theater to youth
- Experience working with elementary and/or middle school students
- Strong classroom management and communication skills
- Ability to teach movement in a fun, accessible, and age-appropriate way
- Background in dance, musical theater, theater education, or youth arts programming preferred
- Community theater experience is a plus

Ideal Candidate

The ideal candidate is upbeat, patient, creative, and comfortable working with a range of student abilities. They should be able to make choreography approachable, fun, and confidence-building for young performers.