

Opening Minds, Opening Doors:
*Promoting Self-Advocates as
Speakers*



Job Description – Public Speaking Instructor

Job Title: Public Speaking Instructor

Reports to: Project Director

Job Type: Contract

Duties:

The role of the Public Speaking Instructor is to lead all class meetings and provide coaching support to each participant throughout the training session. This includes classroom prep, writing lesson plans based on the OMOD training curriculum, and offering guidance to participants as they navigate the process to learn and improve their presentation skills and confidence. The Public Speaking Instructor will also oversee the project assistants and ensure that all participants receive the accommodations they need to be successful in the class.

Major Responsibilities:

- Lead all class meetings and manage class time effectively
- Write lesson plans for class meetings using the OMOD training curriculum
- Establish collective classroom rules at the start of the training session
- Create and maintain a safe, respectful, and supportive environment where participants can feel comfortable sharing their personal stories
- Coach participants in vocal, breathing, and relaxation techniques as well as basic microphone tips and techniques
- Provide participants with useful public speaking tips and strategies to cope with stage fright
- Ensure that participants receive their classroom accommodations and regularly check in with participants to make any adjustments as needed
- Inform project assistants of all lesson plans and any changes in class meeting locations and dates/times
- Meet with project assistants after each class meeting to evaluate class activities and address any concerns
- Regularly update the project coordinator on class progress

Qualifications and Skills:

- 3 years experience in public speaking
- 2 years teaching experience
- Knowledge and experience in using microphones and PA equipment
- Knowledge and experience in one of the following fields: theatre, improvisation, or other performance art
- Experience with computers, slideshows, PowerPoint or Keynote software, and projectors
- Clear and open communication skills
- Experience working with people with developmental disabilities
- Post-secondary education preferred but not required

****Note:** In the Opening Minds, Opening Doors project, the duties and responsibilities of the Public Speaking Instructor may be shared with the Writing Instructor, in which they co-teach the sessions.

Competitive compensation commensurate with background and experience.

This job description is not intended to be all-inclusive. Art Spark Texas reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.

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