



JOB DESCRIPTION
SCHOOL DISTRICT U-46
HUMAN RESOURCES

Position / Title: Musical Theatre: Director	
Bargaining Unit: NAC	Department/Location: HS Activities
Calendar Days: N/A	Reports To: Building Athletics/Activities Director
JD Revision Date: 12/11/2023	Supervises: Musical Theatre Production Team

Function / Position Summary

To build and maintain a high-quality musical theatre program, focusing on best-practice, student-focused instruction and coordinating with the production staff to provide opportunities for students.

Job Duties / Responsibilities

- Implement researched-based instructional strategies that engage all students, differentiating to accommodate a range of ability levels, and acknowledging a variety of cultural backgrounds in order to support student learning and growth.
- Communicate effectively with parents, students, administrators, teacher colleagues, and community leaders.
- Maintain high expectations for student achievement and behavior and motivate students to work to their highest potential.
- Maintain equipment associated with the activity.
- Demonstrate prompt and regular attendance.
- Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
- Cultivate a positive, harassment free, instructional culture which motivates students through the use of effective communication and constructive feedback.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Apply and enforce student discipline in accordance with the Student Code of Conduct and appropriate student handbook.
- Provide a flowchart of the Production Team Members and their responsibilities to the Activities Director.
- Lead the Production Team.
- Collaborate with all of the production staff.
- Create/procure choreography as needed.
- Create stage blocking and general show design.
- Train student performers in areas of acting and stage blocking.
- Procure show rights with the rental parties.
- Secure show dates and spaces.
- Create rehearsal schedules.
- Create/arrange publicity and graphic design needs (programs, posters, etc.).
- Arrange and coordinate parent volunteers as needed.
- Manage finances and administrative paperwork for the production.
- Ensure that all student paperwork is completed and on file, including liability waiver, media release, etc.
- 80 hours of rehearsal.
- Attend all performances.



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- Attendance at Freshman Orientation and incoming 8th Grade Night, as applicable.

Education

- Bachelor's Degree in Theatre Education preferred
- Appropriate Professional Educator's License (PEL) with Theatre Endorsement preferred
- OR-
- High School Diploma required
- Related coursework and/or previous related experience required

Experience / Knowledge

- Previous acting experience required.
- Previous directing experience preferred.
- Knowledge of show production preferred.
- Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback, and to conduct conferences as needed with parents, students, administrators, or other teachers.
- Strong communication, public relations, and interpersonal skills.
- Ability to effectively present information and respond to questions, inquiries, and/or complaints.
- Display courtesy, tact, and respect when dealing with others.
- Maintain appropriate confidentiality.
- Establish and maintain effective working relationships; demonstrate a commitment to teamwork.
- Ability and willingness to learn and refresh job skills through professional development in order to meet the changing needs of this position.
- Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent unscheduled interruptions, and perform duties and tasks at expected levels of professionalism.
- Spanish language skills preferred

Physical Demands

- Occasionally requires physical exertion to manually move, lift, or carry heavy materials or equipment, including set pieces and other related equipment.
- Must work in noisy and crowded environments.
- Public contact requiring appropriate business-like apparel.

Terms of Employment

- This is an Appendix F stipend position in accordance to the school year calendar.
- For Non-ETA Coaches: this position is for this year only.
- Terms of employment will be determined in collaboration with the athletic/activity director.

Employee Signature: _____ **Date:** _____