



JOB DESCRIPTION
SCHOOL DISTRICT U-46
HUMAN RESOURCES

Position / Title: Summer Theatre: Vocal/Pit/Choreographer	
Bargaining Unit: NAC	Department/Location: HS Activities
Calendar Days: N/A	Reports To: Summer Theatre: Director/Building Athletic/Activities Director
JD Revision Date: 12/11/2023	Supervises: N/A

Function / Position Summary

To build and maintain a high-quality, District-wide theatre program, focusing on visual and functional aesthetics and coordinating with the production staff to provide summer enrichment opportunities for students.

Job Duties / Responsibilities

Communicate effectively with parents, students, administrators, teacher colleagues, and community leaders.

- 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.

-AND-

VOCAL DIRECTOR

- Train cast (leads and ensemble) in correct vocal technique.
- Train cast (leads and ensemble) in the show's vocal pieces.
- 80 Hours of Rehearsals
- Collaborate with Production Team.
- Attend all show performances.

-OR-

PIT DIRECTOR

- Procure musicians in collaboration with the instrumental music faculty, hiring musicians as needed.
- Train/instruct pit musicians in the music for the show.
- Train/instruct cast members in conjunction with the pit musicians.
- Collaborate with Production Team.

- Conduct all show performances.
- Prepare/edit/rewrite parts as needed.
- 60 hours of rehearsal.

-OR-

CHOREOGRAPHER

- Assist Director with creating a design for the musical production.
- Create choreography for the production's dance numbers.
- Train cast (leads and ensemble) in proper dance and movement technique.
- Train cast (leads and ensemble) in the production's dance numbers.
- Collaborate with Production Team.
- 60 hours of rehearsals
- Attend all performances.

Education

- Bachelor's Degree in Music or Dance Education preferred
- Illinois Professional Educators License (PEL) preferred

-OR-

- High School Diploma required
- Related coursework and/or previous related experience required

Experience / Knowledge

- Previous musical theatre 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 working in warm temperatures, including under stage lights.
- 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



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- 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:** _____