

Spring Hill U.S.D. #230  
101 East South Street  
Spring Hill, KS 66083

## **Director of Three Act Play Job Description**

**Purpose:** The Director of Three Act Play promotes an appreciation of the performing arts, and directs the performance of students in dramatic plays. The Director of Three Act Play works closely with the other staff and administration of U.S.D. No. 230.

**Responsible to:** Activities Director and Principal

**Payment rate:** According to the Master Agreement

**Qualifications:**

1. High school diploma or equivalent.
2. Bachelors degree from an accredited college/university.
3. Current Kansas State Teaching Certificate on file in the Central Office.
4. Health and Inoculation Certificate on file in the Central Office.
5. Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.
6. Desire to continue career improvement.

**Essential Functions:**

1. Oversee, direct, and coordinate the performance of the Three Act Play.
2. Develop a budget for the entire production with the assistance of administration.
3. Promote an appreciation of the performing arts.
4. Ensure that all drama activities conform to KSHSAA guidelines.
5. Communicate effectively with all members of the school district and community.
6. Work effectively with community organizations.
7. React to change productively and handle other tasks as assigned.
8. Support the value of an education.
9. Support the philosophy and vision of U.S.D. No. 230.

**Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Occasional stooping, bending, and reaching.
4. Requires some travel.
5. Must work indoors and outdoors year-round.
6. Must work in noisy and crowded environments.

**General Responsibilities:**

1. Oversee, direct, coordinate, and supervise Three Act Play.
2. Develop a budget for the entire production with the assistance of administration.
3. Supervise the collection and disbursement of all funds.

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4. Coordinate the selection of appropriate scripts with approval by principal.
5. Ensure the proper purchasing and care of equipment, sets, materials, and supplies. Maintain inventory of same.
6. Audition and recruit students to participate in performances.
7. Ensure that all participants meet eligibility rules.
8. Coordinate and supervise rehearsals.
9. Work effectively with the musical director, set designer, and others involved in dramatic productions.
10. Organize and supervise all student personnel during rehearsal and production sessions.
11. Promote the production through posters, media advertising, and programs.
12. Complete and submit the proper forms for regional and state competition.
13. Present a letter of recognition (emblem) to all students who meet the proper qualifications.
14. Coordinate and supervise transportation.
15. Coordinate and supervise student fundraising activities.
16. See that district policies are observed during all activities.
17. Keep abreast of new information, innovative ideas and techniques.
18. Obtain advance approval of the Activities Director and Principal for all club activities and expenditures.
19. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
20. Other duties as assigned by the Activities Director, Principal, or other Administrative Staff.

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