



**TITLE:** ACTV Assistant Drama Director HS (Stipend)

**POSITION INVENTORY:** N/A

**DEPARTMENT:** Activities Department

**FLSA STATUS:** Non Exempt

**REPORTS TO:** Activities Director

**FT/PT:** N/A

**RECEIVES GUIDANCE FROM:** Building Administrator/Head Drama Director

**BASIC FUNCTION:** The Drama Assistant supports the head drama director in carrying out the tasks related to maintaining a high school drama program. Including, assisting with musical and theatrical productions including but not limited to: lighting design, set construction, costuming, rehearsing and providing direction under the leadership of the head director.

**ESSENTIAL FUNCTIONS:**

1. Support the head director to build and maintain a successful drama program.
2. Teach performance techniques, including but not limited to: acting, improvisation, style and staging.
3. Assist with rehearsals, set production, or tech elements as directed.
4. Supervise and help students design the area of tech theatre for the needs of the production.
5. Supervise the operation of all lighting and electrical sound equipment for all theatrical performances.
6. Assist with registration of events, securing of performance rights and filling ballots for each event.
7. Select materials and students appropriate for the IHSSA or Thespian Festival IE's.
8. Foster leadership with the designated crew heads and student leaders.
9. Keep accurate attendance records and assessment results.
10. Ensure that all theatre equipment is in good condition and make arrangements for repair, if needed.
11. Assist the director to coordinate efforts of parents to assist with publicity, program ad sales, costumes, etc.
12. Submit reports and activity checklists to building and district administration as requested.
13. Attend district-wide meetings as requested.
14. Attend work on a prompt and regular basis.
15. Maintain confidentiality.
16. Maintain satisfactory and harmonious working relationships with the public, students, and other employees.
17. Assist with other duties as may be assigned.

**HIRING SPECIFICATIONS:**

Required:

1. Musical or theatrical production skills substantiated by training and/or work experience.
2. Knowledge of the facilities and the maintenance of technical crew work and demands.
3. Technical work- sewing, construction, painting skills, computerskills.
4. Ability to establish working relationships with co-workers and function as part of a cohesive team.
5. Strong communication, public relation, and interpersonal skills.
6. Competency working in a culturally diverse environment or the willingness to acquire these skills.

Desired

1. Degree in field of theater (technical production or performance)

**PHYSICAL DEMANDS:**

		<b>NEVER 0%</b>	<b>OCCASIONAL 1-32%</b>	<b>FREQUENT 33-66%</b>	<b>CONSTANT 67%+</b>
A.	Standing			X	
B.	Walking			X	
C.	Sitting		X		
D.	Bending/Stooping			X	
E.	Reaching/Pushing/Pulling			X	
F.	Climbing/Stairs			X	
G.	Driving		X		
H.	Lifting (20 lbs)		X		
I.	Carrying (30 feet)		X		
J.	Manual Dexterity Tasks				
	Telephone		X		
	Computer		X		
	Other				
K.	Working Conditions				
	Inside			X	
	Outside		X		
	Extremes of Temperature/Humidity		X		

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.



\*Human Resources Manager

\*This job description is not approved without the signature of a Human Resources Representative.

Date: 8/24/2017