



TITLE: ACTV Head 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, Activities Director

BASIC FUNCTION: The Drama Director is responsible for overseeing and leading the musical and theatrical productions. They furnish creative leadership for staging the production, rehearse and direct the actors, and approve the production's design, lights and sound direction. They are responsible for meeting high standards of art and production quality within planned budgets and time schedules.

ESSENTIAL FUNCTIONS:

1. Build and maintain a successful drama program.
2. Submit annual activity plan to activities office by October 1st. Submission of plan will be required before the initial stipend payment is paid. (Activity plan templates will be available)
3. Direct minimum of two site-based performances each school year.
4. Teach performance techniques, including but not limited to: acting, improvisation, style and staging.
5. Hold and direct regular rehearsals.
6. Organize and help students design the area of tech theatre for the needs of the production.
7. Supervise the operation of all lighting and electrical sound equipment for all theatrical performances.
8. Oversee the registration of events, securing of performance rights and filling ballots for each event.
9. Select materials and students appropriate for the IHSSA or Thespian Festival IE's.
10. Foster leadership with the designated crew heads and student leaders.
11. Keep accurate attendance records and assessment results.
12. Ensure that all theatre equipment is in good condition and make arrangements for repair, if needed.
13. Coordinate efforts of parents to assist with publicity, program ad sales, costumes, etc.
14. Supervise the duties of the drama assistant.
15. Maintain open and ongoing communications with high school administration.
16. Submit reports (with student evidence) and activity checklists to building and district administration as requested.
17. Attend district-wide meetings as requested.
18. Attend work on a prompt and regular basis.
19. Maintain confidentiality.
20. Maintain satisfactory and harmonious working relationships with the public, students, and other employees.
21. 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. Degree in field of Theatre or ability to complete prior to the start of the school year.
3. Knowledge of the facilities and the maintenance of technical crew work and demands.
4. Technical work- sewing, construction, painting skills, computer skills.
5. Ability to establish working relationships with co-workers and function as part of a cohesive team.
6. Strong communication, public relation, and interpersonal skills.
7. Competency working in a culturally diverse environment or the willingness to acquire these skills.

PHYSICAL DEMANDS:

		NEVER 0%	OCCASIONAL 1-32%	FREQUENT 33-66%	CONSTANT 67%+
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