



TITLE: ACTV Show Choir Director (Stipend)

POSITION INVENTORY: N/A

DEPARTMENT: Activities Department

FLSA STATUS: Non Exempt

REPORTS TO: Building Administrator/Vocal Director

FT/PT: N/A

RECEIVES GUIDANCE FROM: Building Administrator/Activities Department/Curriculum Coordinator

BASIC FUNCTION: Direct show choir and work with vocal music director in creating programs and opportunities for students.

ESSENTIAL FUNCTIONS:

1. Select appropriate teaching resources and show choir pieces for each group.
2. Attend and participate in a minimum of five concerts/competitions.
3. Plan the show choir calendar for the year including contests, concerts, community performances and trips.
4. Submit concert dates to curriculum coordinator for approval in coordination with building administration. October 15th is the submission deadline.
5. Prepare contest registrations, contest itineraries, required contest paperwork.
6. Work with the choreographer and accompanist to develop an ensemble experience.
7. Recruit, audition, and rehearse an instrumental ensemble to back-up the band. If no instrumentalists are available, select the appropriate back-up music and attain rights to use for performance and recording purposes.
8. Manage show choir uniforms and dress that are appropriate for the students and musical selection.
9. Reserve and maintain rehearsal and performance space.
10. Manage any fees and budgets for the ensemble.
11. Ensure all funds are secure and turned in promptly to the office manager of the school.
12. Organize auditions for the following school year, to include incoming middle school participants.
13. Submit reports and activity checklists to building and district administration as requested.
14. Attend district-wide meetings as requested.
15. Attend work on a prompt and regular basis.
16. Maintain confidentiality.
17. Maintain satisfactory and harmonious working relationships with the public, students, and other employees.
18. Assist with other duties as may be assigned.

HIRING SPECIFICATIONS:

Required:

1. Bachelor's degree in Music Education
2. Experience working with a show choir
3. Keyboarding skills
4. Competency working in a culturally diverse environment or the willingness to acquire these skills.

Desired:

1. Experience leading a show choir.

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 (lbs)	X			
I.	Carrying (feet)	X			
J.	Manual Dexterity Tasks				
	Telephone	X			
	Computer	X			
	Other				X
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.



Date: 8/23/2017

*Human Resources Manager

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

SHOWCHOIRDIRECTOR
VG
Sept, 2016
ACTV