Drama - Fall Performance Director

TITLE: Drama - Fall Performance Director

QUALIFICATIONS:

I. Hold a valid State of Maine Criminal History Records Check Approval.

II. CEHS teacher or staff member preferred.

III. An adult with strong background in directing large ensemble theater with cast members of all ages and knowledge and expertise in all of the support, behind the scenes tasks including costuming, technical theater, etc.

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES:

I. A theater ensemble of 75-100 young people of a variety of ages.

II. A cadre of other theater staff, including the Tech director, Music director, and Theater Assistant.

JOB GOAL:

The goal of the Drama - Fall Performance director is to supervise all aspects of the production of a large ensemble production, which is often but not always a musical. Individual cast members will develop their own theatrical skills and learn to work in cooperation with a large ensemble towards the creation of an excellent theatrical production. The support crew members will develop their own skills in lighting, costuming, and technical production. A byproduct of working on a project of this magnitude is the development of general teamwork skills, confidence, and an understanding of what it means to create something excellent.

PROFESSIONAL RESPONSIBILITIES:

I. To prepare and oversee the extracurricular theater budget, including an accurate accounting of all ticket revenues and expenditures from the theater Student Activities account.

II. To meet on a virtually daily basis, after school and during weekends, from approximately mid-September to the end of November in rehearsal, developing individual student skills and ensemble quality.

III. To work through all logistics (transportation, rehearsal time and space, purchasing, equipment needs, rental of score and play, program creation and publication, etc.) related to the fall theater, large ensemble production.

IV. To coordinate the logistics (transportation, school facilities use, etc.) with Community Services, custodians, and other district staff members to ensure that events happen smoothly and as designed.

V. To coordinate all work with the Theater Assistant, Music Director, and Tech Director towards the creation of the fall production.

VI. To consider the strengths and needs of the student cast and crew to select appropriate productions, in consultation with the Theater Council, to challenge and extend the abilities of ensemble members.

VII. To communicate with parents and students, as necessary, to work through problems and circumstances that occur from time to time in an activity involving sustained and intense commitment on the part of many students, absences, and the impact of eligibility policies and rules.

VIII. Other duties assigned by the Principal.

TERMS OF EMPLOYMENT:

Twelve months per year with compensation in accordance with the fee structure of the negotiated Cape Elizabeth Education Association agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Principal or Assistant Principal will perform the evaluation.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

Approved: November 9, 2010

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