Theater Assistant

TITLE: Theater Assistant

QUALIFICATIONS:

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

II. CEHS teacher or staff member preferred.

III. An adult with a strong organizational and communication skills and a strong background and skill set connected with the costuming aspect of theater productions.

REPORTS TO: Building Principal or Assistant Principal

SUPERVISES:

Approximately 5-10 students and parent volunteers involved in the costuming aspect of Cape Elizabeth High School's theater productions.

JOB GOAL:

The goal of the Theater Assistant is to support the costuming needs of Cape Elizabeth High School's theater productions. The Theater Assistant develops the individual skills of the costuming cream involving individual crew members in costuming decisions as appropriate to their background and skill level. The costuming crew gains an appreciation for the complexities of being part of a complex production and gains pride and confidence in their own abilities. Many times, costuming student crew members are students who are not frequently involved in other school activities so that their role in this aspect of the theater production is critical to their self-worth and contribution.

PROFESSIONAL RESPONSIBILITIES:

I. In collaboration with the Theater Director, to plan for and implement the costuming needs of the various theater productions, including scrounging or purchasing materials, developing student technical skills (sewing, etc.) related to costuming.

II. To organize the costume archives of the theater department in accordance with the needs of the department and safety codes.

III. 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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