

TITLE: BI-ANNUAL MUSICAL STAFF

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate (or eligibility) or County Substitute Certificate
2. Demonstrated knowledge of the particular activity and related experience as determined by the board
3. Strong communication, interpersonal and organizational skills
4. Knowledge of best practices for middle school education
5. Excellent organizational skills and work ethic

REPORTS TO: Principal

JOB GOAL:

Work in cooperation with other Bi-Annual Musical Staff to cast, stage, produce, and execute the 7th/8th grade musical production.

PERFORMANCE RESPONSIBILITIES:

1. Supports the Board of Education's and administration's philosophy, goals, and objectives for the district, its schools, and its departments.
2. Initiate the selection of the musical options well in advance of beginning production in order to vet options and gain administrative approval.
3. Conduct auditions during the last two weeks of January in order to cast a successful production which would include evaluating students' ability to recite lines from memory, follow choreography, and sing.
4. Block and stage all scenes of the show, arrange choreography, coordinate the stage design and construction, costumes, lighting, sounds, and props.
5. Publish a detailed rehearsal schedule to be distributed prior to auditions.
6. Conduct rehearsals as follows as a minimum:
 - After school 3:30 - 5:30 three to four days a week during February and March
 - Three Saturdays from 9:00 AM - 1:00 PM
7. Ensure copyright laws are abided by for all production materials utilized in the process of producing the musical.
8. Attend all rehearsals and performances.
9. Other tasks as determined by the Superintendent of Schools or principal to be necessary to deliver a successful production.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the Board of Education.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of extracurricular staff.

MENDHAM BOROUGH SCHOOL DISTRICT

BI-ANNUAL MUSICAL STAFF (continued)

F-7

Approved by: Mendham Borough Board of Education

Date: June 18, 2008

Revised: November 19, 2013

Revised: February 24, 2015