

Musical Production Director

Job Title: Musical Production Director
Department: Activities
Reports to: Assistant Principal for Athletics & Activities, Associate Principal or Principal
Classification: Exempt

Summary

Musical Production Director works within the framework of the theatre department providing leadership in the ongoing development of the program.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities

An individual who holds this position is required to:

1. Select a musical production in consultation with the Vocal Director, Pit Director, and Choreographer.
2. Make approved adaptations and changes to the production as needed.
3. Acquire all appropriate licensing of musical materials.
4. Manage and approve all budgetary decisions.
5. Schedule performances and create a weekly rehearsal schedules.
6. Schedule and promote auditions to the student body.
7. Make all final casting decisions in consultation with Vocal Director and Choreographer.
8. Rehearse and stage the production in collaboration with the choreographer.
9. Direct all rehearsals with enthusiasm, clarity, and professionalism.
10. Coach student performers to develop as well-rounded performers.
11. Hire and collaborate with the Scenic Designer, Costume Designer, and Choreographer.
12. Create an overall vision for implementing the design of the production and supervise the construction, rental, purchasing, and borrowing of all scenic, costume, and prop materials.
13. Maintain the facility technology and implement appropriate technology using best practice.
14. Establish appropriate crew positions and recruit and train students as crew members.
15. Supervise the creation and distribute all marketing and promotional materials.
16. Update the Theatre Department website and district media outlets to regularly inform students, staff, and community of upcoming productions.
17. Act as or train and supervise students in the roles of production lighting designer, production sound designer, technical director, and crew.
18. Provide a safe environment for students.
19. Ensure the room/area is secured and the facility is left in good repair.
20. Adhere to all the policies, procedures and regulations of the building and district.

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Supervisory Duties

Musical Vocal Director and Musical Pit Director

Supervise students at all times

Qualifications

Education

Bachelor's degree from accredited college/university

Certificates, Licenses, Registrations

Valid Missouri Teaching Certificate

Skills and Abilities

Language

An individual who holds this position must have the ability to:

1. Read, analyze and interpret professional journals, Board policy, administrative procedures and forms and governmental regulations and guidance.
2. Complete forms, write reports and engage in written correspondence with parents.
3. Present information effectively and respond to questions.
4. Write clear and complete lesson plans.

Computation

An individual who holds this position must have the ability to:

1. Work with mathematical concepts such as probability and statistical inference.
2. Apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning

An individual who holds this position must have the ability to:

1. Solve a variety of problems in many different situations.
2. Interpret instructions presented in written, oral, diagram or schedule form.
3. Apply knowledge of current educational theory and instructional techniques while presenting subject matter to students.

Other Skills and Abilities

An individual who holds this position must have the ability to:

1. Identify needs and abilities of individual students and to adapt instructional methods accordingly.
2. Establish and maintain effective relationships with students, peers and parents.
3. Perform multiple tasks simultaneously.

Technology

An individual who holds this position must have the ability to:

1. Perform basic computer functions such as word processing and internet use.
2. Use district software for recording grades and finding student information.
3. Utilize smart boards, projectors and other instructional technology provided by the district.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

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accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands

An individual who holds this position must have the ability to:

1. Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously.
2. Move around the classroom.
3. Read handwritten or printed material.

Attendance

Consistent and regular attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising recess.

Terms of Employment

Contracted school year