



## Fort Cherry School District

### Job Description

**Title:** Theatrical Director/Producer

**Location:** High School

**Overview:** Employee shall be able to develop and create a musical production through the organization, direction, and supervision of staff, choreographer, music director, vocal coach, stage manager, designers, and all students (cast, crew, and musicians).

**Reports to:** Building

**Supervises:** Theater Staff/Volunteers

**Coordinates with:** All Administrative and Supervisory Personnel of the School District  
Local Booster Clubs  
Parents

#### Essential Duties:

1. Research and evaluate possible shows for production based on creative and technical capabilities
2. Selection of show with collaboration from Principal, Musical Director, and/or Creative Team
3. Develop, articulate, and execute a creative vision and concept for the performance
4. Supervise all parts of the production including people on the Musical Director and/or Creative Team
5. Develop a budget to achieve the creative vision for the show
6. Organize and execute fundraising, if necessary
7. Schedule and implement the audition process, recruit students to audition, and cast the show
8. Schedule and implement the rehearsal process, with primary responsibility for blocking and dramatic
9. Stage all scenes and musical numbers not involving choreography



10. Train and coach actors in the development of their characters
11. Collaborate with Choreographer, Music Director, and Vocal Coach to ensure their execution of their specific areas is in line with the overall vision
12. Work with the Designers and Stage Manager to ensure proper execution of the design and technical elements of the show are aligned to overall performance vision
13. Integrate all creative and technical departments to ensure the various elements fit and aligned to overall performance vision
14. Maintain and utilize leadership qualities that include maturity, professionalism, discipline, encouragement, respect, an understanding of adolescent needs and a student-focused philosophy coaching
15. Communicate effectively with all members of the District and Community
16. React to change productively and handle other tasks as assigned
17. Maintain confidentiality
18. Support the mission, vision, and belief statements of the District
19. Any other responsibilities assigned by the Superintendent/Building Principal

### **Qualifications and Skills:**

- At minimum Bachelor's degree in Theater Arts or equivalent theater experience/training
- At least three (3) years of previous experience in directing theatrical productions, preferred
- Experience working with adolescents and/or young adults
- Experience in theatrical performance, show production, and directing
- Strong communication skills both verbal and written; ability to communicate with others in a positive manner.
- Ability to organize, supervise, and set priorities
- Ability to work well with others and have positive attitude
- Ability to organize, supervise, and set priorities
- Ability to work independently and be self-motivated
- Ability to gain all clearances and requirements set forth by federal, state, and local regulations



- Maintain confidentiality
- Support the mission, vision, and belief statements of the District
- Ability to multi-task and exercise good judgment while working in a dynamic environment
- Ability to respond sensitively to common inquiries or complaints
- Ability to supervise and manage others
- Other alternatives to the above qualifications as may be determined by the Board of School Directors/Superintendent/Building Principal

**Terms of Employment:**

Position is classified within the Professional Educator Collective Bargaining Unit

**Evaluation:**

Job performance will be evaluated at least annually in accordance with the provisions outlined in the employee's agreement