

SOUTH FAYETTE TOWNSHIP SCHOOL DISTRICT

LEADERSHIP POSITION DESCRIPTION

Title: Director of Middle School Musical

Responsible to: Middle School Principal/Assistant or Associate Principal

Description of Club/Activity: Responsible for the complete production of a middle school musical annually; responsible for the supervision of staff involved in the production of the musical.

Length of Season or Duration of Activity/Club: Usually September through March

Qualifications:

1. Knowledge of and/or experience as a theatrical director.
2. Ability to supervise, motivate, and educate students in the area of theater arts.
3. Ability to supervise/manage staff members.
4. Excellent communication and organizational skills.

Job Goal:

1. Direct a quality middle school music.
2. Expose students to drama, music, and dance.
3. Select, organize and apply appropriate facets of drama production at the middle school level.

Performance Responsibilities:

1. Select a musical and confer with building administrators.
2. Confirm Creative Team members.
3. Complete and submit licensing application for selected show.
4. Prepare show materials for distribution to students and the Creative Team.
5. Facilitate Creative Team meeting to create a schedule for the season, including auditions and rehearsals.
6. Select audition material and create audition packets for distribution.
7. Oversee casting of the production.
8. Maintain accurate cast list throughout the entire season.
9. Hold informational meetings as necessary.
10. Establish clear expectations/rules for cast and crew.
11. Ensure proper supervision of students during rehearsals and all performances.
12. Complete all facilities requests for events including auditions, rehearsals, performances, cast party.
13. Communicate regularly with parents about schedule, expectations, and all relevant material for the season.
14. Secure volunteers to help with the production as necessary.
15. Instruct actors in all aspects of performance.
16. Coordinate set design/prop needs with Art Director & Set Construction Manager.
17. Supervise efforts of Creative Team members as pertain to the development of the production.
18. Coordinate a costume plot. Arrange for any costumes to be purchased/made as required by the production. Oversee students obtaining costumes.
19. Coordinate a stage makeup plot. Arrange for instruction of stage makeup application as necessary.
20. Facilitate the ordering of t-shirts for the cast and crew.
21. Facilitate the creation of the program, including program body and collection of program advertising.

22. Create and order tickets for the performances.
23. Facilitate ticket ordering/distribution.
24. Manage administrative records, including financial transactions.
25. Secure costume changing rooms for performances.
26. Coordinate all aspects of each unique production.
27. Facilitate proper cleanup including by not limited to prop organization, returning all rental pieces, striking the set, costume dry cleaning/laundrying.
28. Submit end of the year report as required by Administration.

Alignment of EPR to the District's mission statement

This position aligns with District's Mission Statement as the musical provides an opportunity for any interested student to cultivate their own artistic excellence by learning new skills and participating in performance opportunities in theater arts.

Evaluation: Performance of this job will be evaluated and communicated to the Superintendent.

Payment: Payment for this activity will be made-this will be determined by Administration by the duration of EPR