Job Description

Organize and supervise all aspects of the high school drama program.

Qualifications

1. Member of the high school staff or an adult approved by the site principal.
2. Previous successful experiences as a participant in or director of a drama program or production.
3. Demonstrated ability to responsibly organize a drama program and adhere to district and site policies and procedures.

Typical Duties

1. Produce at least 2 drama productions per year outside the school day.
   a. Rehearsals will be outside the school day and sufficient to produce a high quality performance by all participants.
   b. Each production will include at least six public performances.
2. Develop functional and attractive programs for each performance.
3. Ensure performers are professionally attired for all performances.
4. Develop and disseminate appropriate and effective publicity for all performances and distribute to local media.
5. Maintain accurate financial records for all activities.
6. Ensure that the performance venue is clean and orderly after the final performance.
7. All materials will be properly stored and the stage area cleared.
8. Follow established policies and procedures with ASB bookkeeper regarding fundraising, bank deposits and purchases.

Immediate supervisor: Principal
Assignment: School Year
Salary: Stipend schedule