
DRAMA - ELEMENTARY

Job Description:

Organize and supervise all aspects of a major elementary school drama or musical production

Qualifications:

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

Typical Duties:

1. Produce and direct a major dramatic or musical production at an elementary school
 - a. Rehearsals will be outside the school day and sufficient to produce a high quality performance by all participants
 - b. The production will include at least one public performance outside the school day.
2. Develop functional and attractive programs for the performance(s)
3. Ensure the performers are professionally attired for all performances.
4. Develop and disseminate appropriate and effective publicity for all performances and distribute to the media
5. Maintain accurate and appropriate financial records for the activity
6. Ensure that the performance venue is clean and orderly after the final performance. All materials will be properly stored and the stage area cleared.
7. Follow established policies and procedures with the site administration regarding fundraising, bank deposits and purchases.

Immediate Supervisor:

Assignment: School Year

Salary: Stipend Schedule