

Job Description

JD CC 225
Updated: September 2009

Position Title: School Play Production Advisor/Coach - Middle School & High School

Qualifications:

- Experience working with or participating in musicals and plays.
- Ability to work with students and other adults.
- Ability to organize students and cast students properly.
- Ability to follow directions and accept criticism from supervisor.
- Ability to follow work rules and procedures.

Immediate Supervisor: Building Principal or District Administrator

Position Function:

Provide the leadership, coaching and teaching necessary for the students to put on a play production with skill, enthusiasm, knowledge and interest to the students, parents and community.

Specific Responsibilities:

- Select a play/musical appropriate for the abilities and interest of the students.
- Order the production scripts and provide the students with the necessary equipment and supplies to put on a successful play/musical.
- Work with staff, students and maintenance department for facilities, practice times and set construction materials.
- Establish practice and rehearsal times and notify students, staff and parents of practice and rehearsal times.
- Recruit cast members and production crew workers.
- Hold meaningful practices teaching cast and crew their part in the play/musical.
- Make sure that costumes and other clothing is available.
- Arrange for the preparation of decoration of sets, furniture or other equipment needed.
- Make available the make-up required for the cast members.
- Arrange for the music, lighting and sound effects required for the play production.
- Oversee the publicity for the play production and for the collection of gate receipts at the time the production is put on for the public.
- Responsible for the cleanup, equipment, supply and costume storage.
- Responsible to see that all cast members abide by the co-curricular code of conduct.
- Secure and reconcile gate receipts with the high school office.
- Submit a yearly budget for approval.

Evaluation: Performance of this job will be evaluated in accordance with the board's policy on employee evaluation. Evaluation is to be done by the building principal(s).