

JOB DESCRIPTION

BAND GRADE SUBGRADE WORKING CONDITIONS

JOB TITLE Drama Coordinator	CONTRACT REFERENCE FEA Master Agreement
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TITLE OF IMMEDIATE SUPERVISOR Activities Administrator	VERSION DATE January 2016
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JOB SUMMARY

Set the vision for drama in the district and ensure both theatrical and educational integrity are evident in all district drama productions.

TASK NO.

The essential functions of this job include, but are not limited to, the following fundamental job duties:	
1.	Work with all production directors to have a clear scope and sequence in production recommendations to the activities administrator.
2.	Seek and promote opportunities to collaborate on curricular opportunities at all grade levels related to drama productions including the elementary and middle schools.
3.	Promote drama throughout the district and greater Fridley community.
4.	Organize and facilitate an end of year drama meeting including all directors and key production staff.
5.	Grow the awareness and appreciation of theater through a collaborative relationship with Fridley Community Education.
6.	Organize and facilitate summer drama opportunities within the camp system of the high school activities department.
7.	Meet monthly with the activities director to discuss issues related to drama productions and the overall theatrical program.
8.	Organize and facilitate a Fridley Drama Booster Club.
9.	Collaborate with the district auditorium coordinator to ensure that the auditorium facility meets the needs of district productions.
10.	Serve as a liaison to any Fridley community dramatic activities or productions. Attend related meetings and offer assistance which may include school district representation of staff and programs.
11.	Report any issues of concern regarding safety, conflict, staffing, students, and parents to the activities administrator.
12.	Other duties as assigned.

JOB TITLE

Drama Coordinator

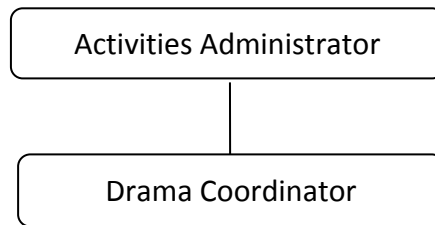
CONTRACT REFERENCE

FEA Master Agreement

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QUALIFICATIONS (Specific training or job experience required before appointment)

- Background in theater/drama preferred
 - Teaching and /or directing experience preferred
 - Marketing skills preferred
 - Organizational skills preferred
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ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

NON EXEMPT

Not to exceed 40 hours per week.