



JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
JOB TITLE			CONTRACT REFERENCE
Assistant Director			FEA Master Agreement
TITLE OF IMMEDIATE SUPERVISOR			VERSION DATE
Director / Activities Administrator			January 2016

JOB SUMMARY

To assist the director in all aspects to the production as assigned.

TASK NO.

The essential functions of this job include, but are not limited to, the following fundamental job duties:	
1.	Attend all tryouts, callbacks, and assist in cast selections.
2.	Under the supervision of the director, handle all ticket orders, seating issues, coordinate staffing and selling of advanced and walk up tickets.
3.	Coordinate volunteer helpers for all aspects of assistance in a quality production.
4.	Communicate with outside entities to ensure promotion and marketing of the production under the supervision of the director and activities administrator.
5.	Ensure proper communication regarding tryouts, opening night, and special events related to the production.
6.	Work with cast members in areas and activities of the production as directed.
7.	Assist in other duties as assigned by the director.
8.	Report any issues of concern regarding safety, conflict, staffing, students, and parents to the director.
9.	Duties as assigned by the activities administrator

QUALIFICATIONS (Specific training or job experience required before appointment)

- Experience with drama productions preferred

ORGANIZATIONAL RELATIONSHIPS

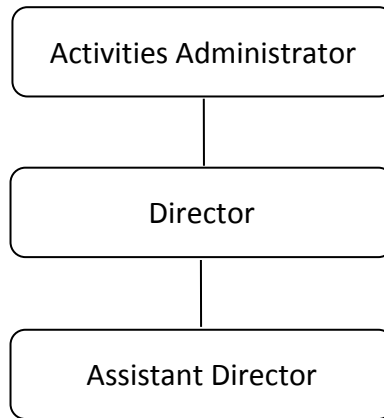
JOB TITLE

Assistant Director

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CONTRACT REFERENCE

FEA Master Agreement



SYMBOLS

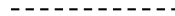
DIRECT SUPERVISION



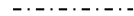
INDIRECT SUPERVISION



WORK DIRECTION



ADVISE/INFORM

**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.