

JOB DESCRIPTION

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

JOB SUMMARY

To oversee all aspects of the production

TASK NO.

The essential functions of this job include, but are not limited to, the following fundamental job duties:	
1.	In collaboration with the activities administrator, assist in hiring of all, artistic, and technical staff.
2.	Lead all auditions, tryouts, call backs, and select the cast for the production.
3.	Coordinate all aspects of the production and oversee each staff member to ensure quality.
4.	Recommend each year's production to the activities administrator for approval and ensure that it fits within school administration philosophy and district budget guidelines.
5.	Follow district facility guidelines and policies in collaboration with the district auditorium coordinator and staff.
6.	Attend all meetings related to this activity.
7.	Administer a comprehensive program including supervision and direction of all practices, rehearsals, and other meetings involving students and/or production staff.
8.	Work with the activities assistant to ensure proper student sign-up including the collection of appropriate fees, forms, and adherence to activity department policies.
9.	Develop and maintain positive relationships with directors of other Fridley productions in both the middle school and high school.
10.	Develop and maintain positive relationships with supporting community entities including elementary staff, middle school staff, high school staff, community education staff, and parent boosters.
11.	Report any issues of concern regarding safety, conflict, staffing, students, and parents to the activities administrator.
12.	Duties as assigned by the activities administrator

JOB TITLE

Director Drama

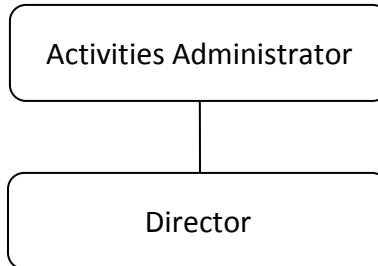
CONTRACT REFERENCE

FEA Master Agreement

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QUALIFICATIONS (Specific training or job experience required before appointment)

- Experience with drama productions preferred
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ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

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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.