



JOB DESCRIPTION

BAND GRADE SUBGRADE WORKING CONDITIONS

JOB TITLE	CONTRACT REFERENCE
One Act Play Director	FEA Master Agreement

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Activities Administrator	January 2016

JOB SUMMARY

The director will be responsible for the oversight of the program.

TASK NO.

The essential functions of this job include, but are not limited to, the following fundamental job duties:	
1.	Overall program vision.
2.	Recommendation of assistants to the activities administrator where appropriate.
3.	Communicate and build relationships with youth and MS like programs.
4.	Communicate and collaborate with the Fridley Auditorium Coordinator.
5.	Rehearsal and event management including oversight of the equipment, props, costumes, facilities and day-to-day operations.
6.	Organize and facilitate Fridley Drama Booster Club.
7.	Self-improvement and staff improvement.
8.	Coordinate and communicate with Fridley Staff to ensure that cast members participating in other school programs, simultaneously, creates the least interruption and unintended stress for both the student and other program(s).
9.	Administration of all MSHSL, Conference, Fridley School District, Fridley Middle School and Fridley High School policies and procedures.
10.	Support the overall vision of Fridley Activities through professional practices of honesty, integrity, respect, inclusion and sportsmanship.
11.	Other duties as assigned.

QUALIFICATIONS (Specific training or job experience required before appointment)

- Specific fine art experience preferred
 - Teaching license and district staff preferred
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ORGANIZATIONAL RELATIONSHIPS

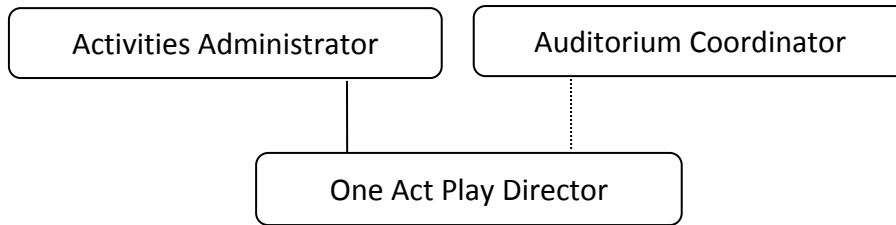
JOB TITLE

One Act Play Director

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CONTRACT REFERENCE

FEA Master Agreement



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.