

**CUMBERLAND REGIONAL SCHOOL DISTRICT
SEABROOK, NEW JERSEY**

JOB DESCRIPTION

DRAMA CLUB BUSINESS MANAGER

QUALIFICATIONS

1. Be employed by the district and hold a valid New Jersey Teacher's Certificate/Sub-Certificate or be otherwise eligible in accordance with the provisions of N.J.A.C. 6:29-3.3.
2. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

Activity Director/Principal/Superintendent.

JOB GOALS

To provide leadership in helping each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship and an increased level of self-esteem. To instruct student participants in Drama Club activities.

PERFORMANCE RESPONSIBILITIES

1. Essential duties and responsibilities include the duties and responsibilities as stated in the primary administrative assignment and as stated below. Other duties may be assigned.
2. Maintaining financial records for all budgeted monies and monies collected and spent.
3. Placing orders for props, costumes, royalties, and all supplies needed for the Fall and Spring productions.
4. Making certain that the following people are paid:
 - Set Designer
 - Choreographer
 - Rehearsal pianist
 - Pit Musicians
 - AV Crew
5. Managing ticket sales for all performances.
6. Managing the orders for t-shirts for cast members.
7. Organizing and managing the sale of ads for the program for the Spring musical and having the program printed.
8. Coordinating the sale of refreshments and souvenirs with the Parents' Guild.
9. Management of the PAC lobby during performances.
10. Assisting with the supervision of students during rehearsals and performances.
11. Serve as a liaison between the Parents' Guild and the Directors and the school administration.
12. Other duties as designated by Principal or Designee.

TERMS OF EMPLOYMENT

Ten month position.

EVALUATION

Performance of the job will be evaluated by Principal or Designee.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **October 28, 2010**
AMENDED: