



Position Title: Middle School Drama Musical Director
This position is only open to SCH employees

Position Status: Stipend Position, \$1,000 (40 hours)

FLSA Classification: Exempt

Reports To: Middle School Drama Director and Director of the Arts

Position Purpose

The Middle School Drama Musical Director is a passionate and detail-oriented individual that supports the musical vision for the Middle School Drama Musicals. The Musical Director is an active member of the Middle School Drama leadership team. This position works with the Middle School Drama team during the rehearsal process and supports the production by attending occasional planning meetings and assisting with administrative tasks.

Essential Functions

- Serves as support to the Middle School Drama Leadership Team.
- Oversees all musical rehearsals.
- Collaborates with the Director to maintain an organized schedule for music rehearsals.
- Provides notification of schedule changes in a timely fashion.
- Maintains a positive and professional work relationship with all students and leadership team.
- Attends all rehearsals, dress rehearsals, production meetings.
- Reads and discuss entire scores for the show selection process.
- Other duties as assigned by the Middle School Drama Director and the Direct of the Arts.

Position Schedule

- Attends a show selection meeting, rehearsals, production/tech weeks and performances. Based upon the current model, hours could include:
 - Show Selection Meeting- Collaborates with Middle School Drama Team and Director of Arts on Musical Selection Committee and facilitates show selection (1 meeting), 6-8 Hours reading and researching time.
 - Auditions
 - Rehearsals- Monday OR Wednesday, and Fridays until Production/Tech Week
 - Tech Week #1- Monday, Tuesday, Wednesday, 3:00- 6:00 PM
 - Dress Rehearsal- Thursday, 3:00-7:45 PM
 - Tech Week #2- Monday, Tuesday, Wednesday, Thursday 3:00- 6:00 PM
 - Performances- Friday: 6:00-8:30 PM, Saturday: 12:00-2:30PM
 - Strike- Saturday (after performance concludes): 2:30-4:30PM

Application Procedure

Interested candidates, please email a cover letter to careers@sch.org.

Springside Chestnut Hill Academy is an Equal Opportunity Employer.