Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **Middle School/High School Drama Club Advisor**
Department: Assigned School Site
Reports to: School Site Administration

SUMMARY:
Under the direction of the Site Administration, the Drama Club Advisor will oversee the activities and dramatic productions of the Drama Club.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work with School Administration to determine the number of drama productions for the year, and the dates and times of the drama productions
- Work with School Administration and Staff to ensure the proper facilities are reserved for practices and performances
- Promote and recruit participation in Drama Club through multiple venues, including email, newsletter articles, social media, and on campus promotions and advertisements
- Promote community attendance at Drama Club performances through multiple venues, including email, newsletter articles, social media, and on campus promotions and advertisements
- Work with student members of Drama Club and School Administration to select drama plays/musicals that are relevant, engaging, and appropriate for the school setting and audience
- Creates systems for auditions, callbacks, and cast selections that are fair and promote inclusion and diversity to appeal to a wide range of student participants
- Responsible for all aspects of dramatic productions, including props, scenery, and costumes
- When appropriate, works with Music and Choir directors to create more opportunities for students to work/engage with drama, and seeks out other student involvement opportunities as appropriate (IE, woodshop students helping to create set designs)
- Ensures that the Drama Club acts in a fiscally responsible manner, including setting appropriate entry prices for performances, seeking sponsorships, and ensuring proper royalties are paid on any performances where royalty payments are required
- Supervises students at all times during practices and performances
- Other appropriate duties as determined with School Administration

QUALIFICATION REQUIREMENTS:
Must be able to perform each essential duty listed above in a positive and professional manner.

EDUCATION AND/OR EXPERIENCE:
College degree and valid California Teaching Credential in English or Drama required. High School and/or experience with Drama/Theater strongly preferred.

LANGUAGE SKILLS:
Ability to read and comprehend instructions, short correspondence, and memos. Ability to write simple correspondence in Standard English. Ability to listen well. Ability to effectively present information in Standard English. Ability to communicate with parents, students, and site staff.

MATHEMATICAL SKILLS:

Basic arithmetic skills in connection with keeping a balanced budget and processing invoices, orders, etc. Ability to apply concepts of basic algebra and geometry. Ability to do accounting in line with guidance from student body accounting procedures and best practices.