

Job Description

Liberty Public School District

Extra Duty - Musical Assistant Director - Set Design - Middle or High School

Purpose Statement

The job of Extra Duty - Musical Assistant Director - Set Design - Middle or High School is done for the purpose/s of creating the set design for middle or high school musicals; maintaining creativity in the building of the set; designing, constructing, and placing the set and props on stage, in collaboration with the Musical Productions Theater Director.

This job reports to Director of Fine Arts

Essential Functions

- Assists with the blocking set up for the purpose of ensuring all actors, props, equipment and crew know their stage placement during the performance.
- Assists with creating the vision of the production for the purpose of creating a spectacular show for students, staff and community.
- Constructs the set design for the purpose of achieving the most effective props and background.
- Evaluates student performing groups for the purpose of giving valuable feedback and critique of the performances.
- Manages and coordinates with staff for the purpose of creating a positive culture.
- Manages the equipment for the purpose of ensuring all items required for the event is accounted for.
- Supervises students at extra curricular events for the purpose of ensuring proper student behavior in accordance with Board policies.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to Specific skill based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; applying pertinent laws, codes, policies, and/or regulations; coordinating activities with other schools, districts and/or agencies; facilitating program goals; organizing and communicating information and concepts; and theatrical knowledge, stage direction and building and creating set props.

KNOWLEDGE is required to perform basic math; Specific knowledge based competencies required to satisfactorily perform the functions of the job include: equipment used in activity/program; pertinent laws, codes, policies, and/or regulations; relevant professional standards and practices and general acting principals.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and

create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied educational and cultural backgrounds; dealing with frequent interruptions; meeting deadlines and schedules; providing leadership, direction, and team building; providing opportunities for the exchange of ideas; setting priorities; and working extended hours that may include evenings and/or weekends.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and some fine finger dexterity. Generally the job requires 20% sitting, 40% walking, 40% standing. The job is performed under minimal temperature variations.

Experience: Job related experience with increasing levels of responsibility is desired.

Education (Minimum): High school diploma or equivalent.

Education (Preferred):

Equivalency: .

Required Testing

None Specified

Certificates and Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Not Rated

Approval Date

9/19/2019

Salary Grade

See Extra Duty Salary
Schedule

Revised Date

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.