

**CUMBERLAND REGIONAL SCHOOL DISTRICT****JOB DESCRIPTION****FALL PLAY and SPRING MUSICAL DIRECTOR****JOB GOALS**

To oversee all aspects of the production, including rehearsals, set design, costume design, lighting, and sound. To provide leadership in helping each participating student achieve a high level of skill, an appreciation for the values of dramatic arts and an increased level of self-esteem.

**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. Expressed interest for advisorship in drama.
3. Successful experience in leadership with student group(s).
4. Physical ability to perform essential functions.
5. Available to work during assigned hours.
6. Knowledge of advising techniques and human behavior.
7. Familiar with the care and treatment of student injuries.
8. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**DUTIES/RESPONSIBILITIES**

1. **Create a Vision:** Develop a clear and compelling vision for the production. This includes reviewing scripts for show selection, interpreting the script, establishing the overall tone and style, and crafting a cohesive artistic direction.
2. Set Performing Arts Center dates for auditions, rehearsals, and shows.
3. Create a rehearsal calendar.
4. Prepare and run auditions.
5. Prepare and run all rehearsals.
6. Research costumes and costume each student using a costume plot.
7. Oversee set design and print work.
8. Gather props and set pieces.
9. Run the parents' group meetings.
10. Oversee and train the Stage Manager and Stage Crew.
11. Decorate lobby area.
12. Coordinate with light and sound technicians as often as necessary.
13. Coordinate with rehearsal pianist as often as necessary.
14. Coordinate with Pit Conductor and pit musicians as often as necessary.
15. Coordinate with maintenance any PAC or dressing room issues.
16. Plan and execute activities related to the specific show.
17. Oversee all performances (including previews).
18. Adhere to related Federal laws, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

19. Other duties as may be assigned.

**ESSENTIAL SKILLS/ABILITIES**

1. High integrity and ethical standards.
2. Ability to work with assigned students.
3. Ability to follow instruction.
4. Good communication skills
5. Ability to lift up to 15 pounds at a time.
6. Prolonged periods of standing or walking.
7. Ability to traverse various grounds and facilities.

**REPORTS TO**

Activity Director/Principal/Superintendent.

**TERMS OF EMPLOYMENT**

Ten month position.

**EVALUATION**

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

\*This job description is subject to change at any time.

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APPROVED BY:	<b>Cumberland Regional Board of Education</b>
DATED:	<b>October 28, 2010</b>
AMENDED:	<b>September 25, 2024</b>