Job Profile

Job Title:	Choreographer
Department:	Arts
Reports to:	Director of the Arts
Date:	10/16/26

Job Status:

Exempt ☐	Non-Exempt X
Full-time ☐	Part-time X

General Summary

What is the primary purpose of this position?

The Choreographer at St. Francis Catholic High School will design and direct dances in the annual musical production under the Director's guidance. The Choreographer will work closely with the Director to create memorable dance pieces. The chief responsibility of the Choreographer will be to interpret the director's vision into dances with the appropriate pacing, style, and movements. This person will work closely with the student performers, teaching specific movements and how to incorporate them into the larger piece. This person must be available to attend auditions and rehearsals as scheduled. The Choreographer is expected to implement the school mission and philosophy, to follow the policies of the Diocese of Sacramento, and to adhere to the directives set by school administration. This is an occasional, part-time, hourly position.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

- Read the script, taking note of the overall story and theme and specific choreography needs. Meet with the director and other production team members to determine the concept for the show.
- Interpret the director's instructions to create choreography that matches their vision.
- Attend auditions and all rehearsals as needed.
- Train performers in their specific choreography.
- Actively support the performance and rehearsal process.
- In collaboration with the director, work with other departments, such as technical direction, costuming, and music to ensure that each component of the dances that are choreographed align with the others and is a cohesive whole.

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- Consult the departmental production calendar and ensure all deadlines are met. Attend production meetings as needed.
- Successfully foster and support an inclusive educational environment.

Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

Education:

- High school diploma or equivalent, Bachelor's of Arts in Dance, Theatre Arts, or related area preferred.

Job experience:

- Extensive background as a dancer. Three years of experience working in dance, musical choreography, or related area. Experience with high school students preferred.

Technical/Functional skills:

- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high school students.
- Ability to manage students in a safe and productive work environment.
- Must be able to attend auditions, rehearsals, and production meetings as needed in a punctual manner. These are typically after school hours and evenings.
- Must be able to complete projects by deadlines as dictated by production schedule as well as be flexible enough to make last-minute changes as needed.
- Must be able to have the flexibility to adjust work schedule as needed to meet the demands of the production.
- Creativity; ability to interpret instructions into cohesive dance pieces that express the unique vision of the production.
- Knowledge of a wide variety of dance styles.
- Ability to train student performers who have varied dance training and experience.
- Excellent communication skills and the ability to work well in team settings.
- Understanding of and ability to work in a professional environment.
- Ability to work independently with minimal supervision.
- Ability to maintain confidentiality and professional ethics.
- Compliance with guidelines established for safety training.

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Other Requirements:

- Other duties may be required as needed.

Employee Signature: Date:

Supervisor Signature: Date:

HR Signature: Date: