

JOB TITLE

Play / Musical Director

REPORTS TO: Building Principal

JOB DESCRIPTOR: SCHEDULE

DATE: July 1, 1995

DEPARTMENT:

SCHEDULE:

NON-EXEMPT X

NATURE AND SCOPE OF JOB:

Assist in the production of a student dramatic/musical production and to follow the policies and procedures of Campbell County School District.

JOB FUNCTIONS:

ESSENTIAL FUNCTIONS:

1. Select a play for production with the approval of the Building Principal.
2. See that all copyright and royalty agreements are completed.
3. Run auditions and select the cast and crew.
4. Develop a rehearsal schedule and keep rehearsal periods reasonable and within school policies.
5. Prepare costume designs, set designs, etc., with the aid of the Assistant Directors.
6. Supervise the play production areas such as: costumes, lighting, props, publicity, rehearsal, etc., with the aid of Assistant Directors.
7. Make arrangements for borrowing props, furniture, costumes, etc., with the aid of the Assistant Directors.
8. Supervise the expenditure and collection of all monies.
9. Supervise Assistants, if assigned, and delineate duties and responsibilities.
10. Develop a recommended budget for next year.
11. Keep an accurate inventory of all materials and supplies.
12. Recommend facility maintenance or improvements.
13. Assume responsibility for the general upkeep and protection of equipment and materials associated with the activity while actually using a facility.
14. Communicate regularly with supervisors regarding the progress and development of the program.
15. Prepare with Assistants a detailed annual report highlighting the activity accomplishments, participation levels and recommendations for improvement of the activity.

--EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL FUNCTIONS OF THIS JOB--

JOB QUALIFICATIONS:

KNOWLEDGE, SKILLS AND MENTAL ABILITY:

- Have a fundamental knowledge of the activity.

EDUCATION, LICENSE, CERTIFICATION OR FORMAL TRAINING

- Possess all certificates required for the State of Wyoming.

EQUIPMENT USED:

Light Board
VCR / Video Camera
Sound System
Microphones
Spot Lights

PHYSICAL DEMANDS:

- Be able to lift 30 pounds and move it 50 feet.
- Ability to be heard up to 50 feet.

ENVIRONMENTAL DEMANDS:

- Some employees may be occupationally exposed to bloodborne pathogens and other potentially infectious materials based on task and procedures required.
- Be able to direct in a variety of temperatures.
- Tolerate noise and loud music.

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