

SOUTH FAYETTE TOWNSHIP SCHOOL DISTRICT

LEADERSHIP POSITION DESCRIPTION

Title: Assistant Director of the Middle School Musical

Responsible to: Middle School Principal/Assistant Principal

Description of Club/Activity: The middle school musical is an extracurricular activity that provides an opportunity for students who enjoy music, drama, art, and dancing to perform on stage, a quality theatrical musical production, as well as an experience working with their peers.

Length of Season or Duration of Activity/Club: September through March

Qualifications:

- Knowledge of and/or experience as a member of a production
- Ability to supervise, motivate, and educate students in the area of the theater arts

Job Goal:

- To assist the director and other members of the creative team in producing a quality middle school musical that is as student-centered as possible.
- To assist the director in instructing students in the areas of drama, acting, music and dance.
- To assist the director in selecting, organizing, and applying appropriate facets of musical production at the middle school level.

Performance Responsibilities:

- Meet with the creative team to plan out the audition and rehearsal schedule for the season.
- Assist in selecting music for auditions.
- With the creative team, hold auditions and create a cast list for the production.
- Assist in teaching all facets of the production, including vocals, acting, staging, dance, etc.
- Assist in guiding student assistants to be productive and impactful members of the team.
- Provide feedback on correspondence with families.
- Assist in maintaining an online space (Google Classroom, Canvas, etc) where students can find shared information.
- Assist with the running of fundraisers.
- Coordinate with all members of the creative team in making creative decisions for the show.
- Supervise students and help to create a positive culture amongst members of the cast and crew.

- Provide student assistants with the support necessary to allow them to “run the show” on their own.
- Assist with setup and tear-down before and after public shows.
- Assist with clerical duties as needed by the director.

Alignment of EPR to the District’s mission statement: The middle school musical provides an opportunity for students to express their artistic abilities through their performance, and to share the final product of their hard work with the community.

Evaluation: Performance of this job will be evaluated by the middle school principal/assistant principal and communicated to the Superintendent.

Payment: Payment for this activity will be made-this will be determined by Administration by the duration of EPR