



EL CAMINO REAL CHARTER HIGH SCHOOL

A California Distinguished School

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BRAD WRIGHT
Board Chair

DAVID HUSSEY
Executive Director

JOB DESCRIPTION

Job Title:	Assistant Music Director
Department:	Visual Arts Performance Arts
Reports To:	Performing Arts Department Chair
Salary Scale:	Classified Salary Table
Work Calendar:	204 Days
Location:	El Camino Real Charter High School
FLSA Status:	Non-Exempt

Job Duties, Responsibilities, Qualifications, and Requirements

Job Summary	Under the direction of the appointed performing arts faculty member, the Assistant Music Director will also be responsible for planning, organizing, and implementing the school's music program. This position also serves as accompanist for choir rehearsals, performances, and special events.
Essential Duties and Responsibilities	<ul style="list-style-type: none"> • Act as music director for musicals, and hire pit • Responsible for orchestrating the musicians in the pit • Responsible for organizing and running rehearsals. • Assist in the selection of musicians for performances and production • Responsible for overseeing the music aspect of the musical productions • Accompany rehearsals and performance for musical in the springtime. • Provide piano accompaniment for rehearsals, performances, and auditions for choral ensembles, soloists, and other music groups as needed. • Collaborate with the performing arts faculty to prepare and rehearse musical selections for school concerts, recitals, and other performances. • Accompany students during music lessons and assessments, offering support and guidance to help develop their musical skills. • Assist in selecting and arranging musical pieces suitable for performances and auditions in coordination with the music faculty. • Ensure the availability and proper maintenance of the piano and related equipment in rehearsal and performance spaces. • Responsible for attending staff meetings, production meetings, and other relevant gatherings to contribute ideas and provide input as needed. • Other duties as assigned

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	<p>Qualifications Knowledge of:</p> <ul style="list-style-type: none"> • Knowledge of musical theatre productions • Have a thorough understanding of rehearsal procedures • Proficiency in playing the piano with a strong understanding of music theory and sight-reading ability. • Knowledge of piano instrument and functions, musical styles and periods, vocal warm-up exercises, choral and piano balance. <p>Ability to:</p> <ul style="list-style-type: none"> • Motivate and inspire students to achieve their musical potential • Maintain a professional and positive demeanor while working with students, faculty, and staff, fostering a supportive and inclusive musical environment. • Create a positive and inclusive environment that reflects the values and mission of the school. • Flexibility and adaptability in accommodating the diverse musical needs of our school's music program.
<p>Education and/or Experience</p>	<ul style="list-style-type: none"> • High School diploma or equivalent • Prior music direction for musical theater production required • Prior experience with at least 2 musical theater productions is required • Minimum 3 years' experience in playing piano and/or keyboard accompaniment, including experience in reading music is required • College-level training in piano and music theory preferred • Must pass background check and obtain a TB clearance prior to starting.
<p>Work Environment</p>	<p>The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> • Work is performed primarily indoors and occasionally outside in seasonal climate and weather conditions. • Must be available to attend meetings, program events and activities at various locations. • Will be required to work a varied schedule including days, evenings, weekends, and holidays. • Moderate to loud noise levels • Regular contact with teachers, parents, students, staff, and community members
<p>Physical Demands</p>	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> • Must have hand and finger dexterity to operate various equipment. • Must have Visual and auditory acuity to maintain safety standards. • Must be able to sit and stand for sustained periods of time

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Right to Revise	<p>This job description is not meant to be all-inclusive, and additional duties and responsibilities may be assigned without prior written notice. The school reserves the right to revise this job description as necessary, without advance notice.</p> <p>The statements made herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, nothing herein shall be construed as a contract for employment.</p>
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