**Job Title:** Assistant Theatre Director

**FLSA Status** Non-Exempt (part-time up to 25 hours per week)

**Department:** Visual and Performing Arts (VAPA)

**Reports To:** Theatre Director

**Salary Scale:** Classified

**Work Calendar:** 192- Classified

**Revised:** October 14, 2024

**Job Summary:**

The Assistant Theatre Director supports the Theatre Director in all aspects of high school productions, from rehearsals and auditions to performances. This position involves mentoring and coaching student actors of varying skill levels while fostering a collaborative and inclusive environment. Additionally, the Assistant Theatre Director is responsible for overseeing technical elements and ensuring the effective management of production logistics, all while engaging with students, parents, and the community.

**Essential Duties and Responsibilities**

* Partner with the Theatre Director to orchestrate all facets of main stage productions, encompassing rehearsals, auditions, and live performances, ensuring a seamless and enriching experience for both cast and audience.
* Mentor and guide student actors through scene work, utilizing innovative coaching techniques to refine their skills and elevate their performances, fostering a supportive and creative environment for artistic growth.
* Oversee the organization, maintenance, and safety of the theatre facilities, ensuring that the space is prepared and conducive to the collaborative artistic process.
* Work with the marketing department to promote shows and elevate the visibility and outreach of our theatre program, engaging the school community and attracting wider audiences.
* Actively participate in fundraising initiatives and events, supporting for the theatre program’s mission and projects while building relationships with stakeholders and the local community to secure support.
* Assist the Technical Director in the design and execution of set construction, lighting, and audio setups, ensuring technical elements enhance the overall production quality
* Foster positive relationships with students, parents, and guardians, and facilitate clear communication regarding production schedules, expectations, and opportunities to create a strong support network for the theatre program.
* Provide guidance and support to students in managing conflicts or challenges that may arise during rehearsals and performances, promoting a positive and inclusive atmosphere that encourages teamwork and collaboration.
* Develop and implement outreach programs, workshops, and educational opportunities for students and community members, aimed at enhancing appreciation for the performing arts and encouraging participation in theatre activities.
* All other duties as assigned

**Knowledge of:**

* Proficiency in technical theatre practices, encompassing knowledge and hands-on experience in set construction, lighting design, and audio equipment operation, ensuring high-quality production standards.

**Ability to:**

* Ability to work collaboratively in large groups, fostering a spirit of teamwork and camaraderie among students, staff, and community members, while effectively communicating in a theatrical atmosphere.
* Committed to following established processes and safety protocols to ensure a secure working environment for all participants, particularly when utilizing machinery and heavy equipment
* Demonstrated ability to effectively lead and manage large groups of students, fostering a positive and inclusive environment that encourages creativity, collaboration, and personal growth.

**Education and Experience:**

* Bachelor’s degree in Theatre, Communications, or a related field preferred.
* Minimum 5 years’ experience in directing stage and camera, with a solid understanding of theatrical practices.
* Professional acting experience preferred.
* Proven track record of working with high school students, understanding their unique developmental needs and motivations to inspire and engage them in the theatrical process.
* Strong coaching skills with a background in guiding students of diverse skill levels, using tailored approaches to nurture talent and enhance performance abilities
* Possess outstanding communication, organizational, and interpersonal skills, enabling effective collaboration with students, faculty, and parents, while managing multiple tasks and production timelines.

**Work Environment:**

The characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

* May work both indoors and outdoors, adapting to various conditions to support the needs of productions and events
* Capable of effectively completing responsibilities in a high-energy and noisy environment
* Will be required to work a varied schedule (days, afternoons, evenings and weekends)

**Physical Requirements:**

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

* Ability to perform a variety of physical tasks, including bending, crawling, stooping, and standing for extended periods
* Lift, carry, push and pull up to 50 pounds as needed for set construction and equipment handling.

**Right to Revise:**

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.

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.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.