

JOB DESCRIPTION

Job Title: *Director – Theatre Company (9765)*

Job Summary:

The Director/Producer of the Theatre Company is responsible for all aspects of a theatre company for students K-12. S/He directs and manages the entire Theatre Company, including managing budgets, obtaining facilities, coordinating staff and members of the company, development, implementation and evaluation of curriculum. The Director/Producer works collaboratively with the Educational Consultant Team and the VAPA Curriculum Development Specialist and reports to the Assistant Superintendent, Instructional Services.

Essential Functions:

- Directs and produces Theatre Company activities to implement an effective performing arts program for students in grades K-12.
- Obtains suitable rehearsal and performance facilities to house the company.
- Recommends staff to implement theatre company programs.
- Develops/Maintains entrée to schools/students/arts teachers to recruit students/teachers to the Theatre Company.
- Selects appropriate material for performances and activities.
- Designs/implements/evaluates related on-going school site activities to expand theatre-related opportunities for students.
- Collaborates with other Tulare County Office of Education (TCOE) service units to develop, implement and evaluate the Theatre Company program.
- Develops a collaborative relationship with the professional arts community for the support of, and involvement in, the program.
- Develops school-to-work components to facilitate students making a connection between Theatre Company experience and the world of work.
- Forges relationship with College of the Sequoias to develop an articulated program and nurture higher education involvement in the Theatre Company.
- Develops/manages budgets to implement Theatre Company programs.

Skills, Knowledge and/or Abilities:

- **Skills to:**
 - Perform word processing, spreadsheet, database, email, Internet applications
 - Organize
 - Create original scripts, direct productions, oversee all related technical theater aspects.
 - Stage and produce theatrical productions
 - Develop programs
 - Work with students in grades K-12
 - Work collaboratively with others
 - Coordinate staff activities
 - Develop curriculum
 - Manage a theatre company
- **Knowledge of:**
 - Current available materials for use in the Company
 - Theatre company management
 - Budget development/management
 - Public relations/marketing
 - California Framework for Visual and Performing Arts and Arts Standards
 - Copyright procedures
- **Ability to:**
 - Communicate effectively, orally, and in writing
 - Communicate via the telephone
 - Lift and carry up to 50 pounds, usually with assistance
 - Travel using own vehicle
 - Use presentation and multimedia equipment

Experience Required:

- Minimum 4 years' experience in theatre direction and/or production.

Education Required:

- High school diploma or the equivalent.
- Bachelor of Arts in Theatre, Music or Dance preferred.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- Valid California Driver's License and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response and negative TB test at own expense.

FLSA Status: Exempt

October 2016

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.