



**Job Title:** Theatre Director – Recreation Department

**Classification:** Part Time Hourly

**Supervisor:** Recreation Supervisor

**Rate:** Depending on Qualifications (DOQ)

**Job Overview:**

The Theatre Director is responsible for planning, implementing and leading recreational theatre programs for individuals of all ages. They are responsible for supervising program assistants and volunteers. Program hours vary for each season and will be agreed upon between the Theatre Director and the Recreation Supervisor. It is the Theatre Director's responsibility to run a program that offers a positive, safe, and successful experience for all participants and their families.

The theatre director has responsibility for the overall practical and creative interpretation of a dramatic script or musical score, considering the budgetary and physical constraints of production. They are involved at all stages of the process, from the design and pre-production stages and rehearsal right through to the final performance.

**Skills and Qualifications:**

- Degree in theatre, music, education preferred or commensurate experience.
- Minimum of 3 years of performance and directing experience.
- Possess effective communication skills, both verbal and written.  
Possess decision-making, conflict resolution, negotiation, and organizational skills.
- Ability to work independently and as a team member of the district staff.
- Must possess CPR, First Aid and AED training within first 6 months.

**Essential Duties & Responsibilities:**

- Plan, coordinate, implement, evaluate all practices and performances.
- Communicate positively with all parties involved, including actors, parents, the production team, and Recreation Supervisor.
- Teach participants with a positive and enthusiastic attitude.
- Hold auditions and select a cast list with Recreation Supervisor.
- Break down a script, analyzing and exploring the content and conducting relevant research.
- Follow MTI (or other licensing company) rules and regulations.
- Lead production meetings with Recreation Supervisor as needed.
- Organize rehearsals and manage time. All programs must start and end on agreed upon time unless discussed previously with Recreation Supervisor.
- Coordinates activities to ensure efficient operation.
- Attend and work in a production capacity on tech dates and performances. Prepare detailed notes for the cast and production team.
- Be available to answer questions or solve problems of participants as needed.
- Build and maintain relationships with contacts at venues.
- Maintain relationships with outside venues, ensuring respect for their staff, equipment, and facilities.
- Submit new program ideas to supervisor for upcoming productions/workshops.
- Follow all established safety rules and regulations.
- Must be able to follow a budget set by the Recreation Supervisor.
- Perform other duties as assigned.

**Hours:**

Will vary by production, may include weekends

**Marginal Functions:**

- Support and develop program goals that encourage inclusion in the Park District programs.
- Attend all required safety and in-service education meetings.
- Works in an organized and clean manner. Keeps props/costumes in good condition.
- Assists with maintenance works as assigned by the Recreation Supervisor including set-up and taking down of theater props. Sweeping floors as needed.
- Cooperates and assists in the investigation of accidents.

**Psychological Considerations:**

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate leadership qualities to perform the required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.

**Physical Demands:**

- Requires frequent sitting, walking, handling, fingering.
- Requires occasional balancing, stooping, kneeling, crouching, reaching, feeling.
- Requires medium (40-50 lbs.) strength.
- Requires moving around props.
- May require up to 3-hour blocks of time on your feet.

**Environmental Considerations:**

- Employee must park in exposed parking lot with potential of walking ¼ mile.
- Employees' general work area is indoors, in a smoke-free, open office environment with controlled temperature and fluorescent lighting.
- Protective clothing is not required.

**Cognitive Considerations:**

- Employee must have the ability to follow directions and communicate in English verbally and in writing.
- Employee must be able to read and understand materials printed in English.
- Employee must possess time management and organization skills to effectively perform his/her job.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.
- Employee must use good safety awareness and judgment in all aspects of the position.

**This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements and efforts of working conditions associated with this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change, e.g., emergencies, rush jobs, changes in personnel, workload, technological developments, etc.**

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_