

**UNIVERSITY LAKE SCHOOL**  
**POSITION INFORMATION**

**POSITION TITLE REVIEWED:** Theater Teacher & Director

**POSITION REPORTS TO:** Head of School

**FLSA STATUS:** Exempt

**DATE OF REVIEW:** May 2017

**POSITION SUMMARY**

**List in a few sentences, the overall purpose of this position.**

Instructs student in 5-12th grade theatre classes. Directs three-four shows annually including the fall play, winter musical, 7th and 8th Grade play, and the summer community musical. Coordinates events and productions that take place in the Treiber Theater. Ensures the safe operation and maintenance of all theatrical systems in the complex, including lighting, sound, construction, house management, and the ticket tables.

**I understand that this position description is merely intended to describe the primary elements of the position within which I work or for which I have applied. The School reserves the right to change the position description and to assign additional responsibilities as necessary. I also understand that the position description does not constitute an employment contract of any kind.**

\_\_\_\_\_  
**Signature of Position Holder**

\_\_\_\_\_  
**Date**

## **DUTIES AND RESPONSIBILITIES**

1. Promotes and models a commitment to our mission by encouraging original thinking, character through service, personal integrity, and intellectual curiosity.
2. As a member of the Fine Arts Teaching faculty, teaches 5th and 6th grade theatre in the fall, 7th and 8th grade theatre in the spring, Upper School Intro to Theatre Performance year-round odd days, and Intro to the Technical Theatre according to demand year-round even days.
3. Coordinates the final production of the all-school assemblies each month, working with the advising teacher and their class in the final stages of assembly rehearsal and performance.
4. Selects three major productions annually that are educational and effective to the following: student body, ULS internal community, and Lake Country external community, understanding how the productions serve the school as a showcase of our performing arts program and a tool to recruit new students.
5. Directs and coordinates all aspects of each production, securing contracted services for the production team. Establishes a schedule for auditions, rehearsals, tech and performance weekends.
6. Oversees some aspects of theatre management including coordinating scheduling on the Treiber stage, operations of theatre equipment, ticketing and box office operations.
7. As Technical Director of productions, designs set or hires set designer, and manages the set build with parent volunteers and/or hired carpenter. Depending on production needs, either designs and collaborates with student lighting and sound designers, or hires lighting and sound professional.
8. Collaborates with Music Director and Choreographers in building successful productions, choosing grade level involvement for each show, and ensures shows are open to all students.
9. Develops a marketing and advertising plan for each show in conjunction with the marketing manager. Facilitates marketing materials and plan
10. Coordinates the playbill for each show: Managing playbill ad sales and working with Footlights or other printer to produce the playbill and other marketing materials.
11. Collaborates with the Fine Arts Society in conjunction with the fine arts faculty.
12. Develops budget for each show. The goal is for the season to, at minimum, break even.

13. Develops fundraising plan for season to supplement budget for show needs.
14. Works in collaboration with parent volunteer coordinator to facilitate volunteerism in the following areas: costumes, set build and paint, ticket sales, cast meals, concessions and production souvenirs when applicable.
15. Customary faculty duties, such as but not limited to: attend Faculty meetings, Parent teacher conferences, report cards and progress reports, Fine Arts Society Meetings.
16. Completes other duties as assigned.

**Qualifications:**

**Education/Experience:**

Position requires a bachelor's degree in theatre arts or education. A master's degree in related field is preferred. Three years teaching and/or directing is expected. Experience in theatre administration and/or management is highly desired.

**Knowledge, Skills and Abilities:**

Effective oral, written, and presentation skills are essential for success in the position. Must be highly organized, detail oriented, and able to work on multiple projects within specific timeframes with varying deadlines. The ability to take the initiative with projects and to work both independently and as part of a group is required. Must be able to delegate work to volunteers and students. Dedication to teaching the whole child, differentiating learning for all students. Proficient computer skills with experience using MS Office software and Google, the internet, and email is required. Budget experience is preferred.

