



*Respectful, Responsible, Safe & Prepared*

## **POSITION DESCRIPTION**

### **High School Musical Director/Producer**

#### **ORGANIZATIONAL RELATIONSHIPS**

The Musical Director/Producer is responsible for creating a positive musical production experience for our students and community. To accomplish this, they must work closely with our students, parents, teaching staff, administrators, and community members. Through their direction, all aspects of each musical performance will entertain, educate, and comply with district expectations and policies.

#### **PERFORMANCE RESPONSIBILITIES**

1. Collaborate with Drama and Vocal Directors
  - a. Select a show, in collaboration with band and vocal music directors, and building administration
  - b. Audition cast
  - c. Develop rehearsal schedule
  - d. Run rehearsals
  - e. Handle purchases & money collection following SDW procedures
  - f. Coordinate rehearsal and performance schedule, including WHS and WMS school-day matinees, with Activities Director and Performing Arts Center Coordinator(s).
2. Overall vision and production of the musical
  - a. Secure royalty contracts and handle distribution and collection of rentals (books)
  - b. In coordination with the Activities Director, hire additional personnel (see [Musical Positions & Descriptions](#))
  - c. Oversee all staff associated with the musical
  - d. Budget planning, spending, reporting, payments
  - e. Purchase supplies (set, make up, etc)
  - f. Run rehearsals
  - g. Blocking and Choreography as needed
  - h. Assign and oversee students backstage
  - i. Create program including advertisements
  - j. Coordinate Cast photos
  - k. Promote the performances
  - l. Communicate with production staff, AD, and WHS principal
  - m. Oversee the safe and proper organization and storage of stock theatrical units and school-owned equipment and material in the school auditorium, set shop, and costume room.

3. In addition the candidate should
  - a. Have effective communication, public relations, and interpersonal skills.
  - b. Have a commitment to teamwork.
  - c. Be highly organized and ability to react well under pressure
  - d. Ensure the safety of performers and crew by adhering to proper stage safety protocols and general school rules and regulations.
  - e. Consistently follow District established facility use procedures.
  - f. Submits to Activities Director a year-end report including:
    - i. List of participants
    - ii. Awards and honors received
    - iii. Summary of activities
    - iv. Recommendations for improvements
4. Adheres to district policies.

### **QUALIFICATIONS**

1. Preferred:
  - a. Previous musical direction experience.
  - b. A teaching license validated by the Wisconsin Department of Public Instruction.  
\* Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
2. Required:
  - a. Ability to pass district hiring protocols
  - b. High school diploma or equivalent

### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

1. Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
2. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handling and working with various materials and objects are important aspects of this job.
3. The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **TERMS OF EMPLOYMENT**

1. This position is considered part time.
2. The Musical Director will report to the District Co-Curricular Activities Director.

3. Compensation will be based on the district's extra curricular chart.

CREATED: 04.04.2022

REVISED:

The School District of Waupaca does not discriminate on the basis of race, color, national origin, ancestry, marital status, pregnancy, parental status, arrest or conviction record, membership in the military reserve, religion, political beliefs or affiliations, citizenship, use or non-use of lawful products off school premises during non-working hours or any other factor prohibited by law. Discrimination on the basis of age, sex (including sexual orientation) or disability is prohibited except where specific age, sex or other requirements constitute a bona fide occupational qualification necessary to the proper and efficient operation and administration of the school district. The Superintendent of Schools is the compliance officer. Please call 715.258.4500 with questions or concerns.