



File #23

***Cleveland Heights-University Heights Board of Education
Supplemental Job Description***

Job Title: Musical Director	Building: CHHS
Immediate Supervisor: Principal	Duration of position: School Year
Salary Category: B	Expected # of participants: 600
Date of Last Program Review: October 2014	

Statement of purpose:

- **In order to provide students an organized opportunity for co-curricular exposure to a shared interest, the advisor will provide oversight to all aspects of the co-curricular group.**

Group goals: *{Refers to the general goals for the students participating in this co-curricular group}.*

- Provide choreography for high school, middle school involved in the all-city musical
- Encourage and support student choreography for musical and singers
- Provide choreography for singers and women’s chorus

Minimum knowledge, skills, certifications, physical requirements: *{Refers to the minimal skills the person in charge of this co-curricular group must possess, including: equipment operation}*

- K-12 musical certification
- Emphasis in vocal technique, choral conducting and piano proficiency
- Minimum 5 years theater experience

Detailed essential function(s) - specific to position: *{Refers to the duties and responsibilities of the person in charge of this co-curricular group}*

- Demonstrate leadership, organizational abilities and able to delegate and review
- **Mar/Apr** – show selection, choose a musical that will showcase the star talent and be kid friendly for elementary and middle school students
- Order scripts and music
- Gather troops, ie. choreographer, costume designer, prop designer, set designer,
- Check on feasibility
- Assign duties for show selection
- **May** – secure audition space
- Make final decision on show and secure the rights including orchestra parts
- Secure costumes

- Announce at spring concert
- Select audition materials to be given to students as well as CD's and DVD's and scripts and sheet music
- Meet with elementary liaison for elementary participation
- Order backdrops
- **July** – meet with choreographer, costume designer, set designer, prop designer
- Edit script
- Completion of set design and costume design
- Copy scripts
- Produce binders
- Produce and send out contracts
- Produce and send out contracts for set designer, prop designer, costume designer, choreographer
- **Aug** – continue meetings with set, prop, costume designers but add meetings with orchestra director
- Deliver instrumental parts to orchestra director
- Meet with students, do pre-audition seminars
- Assemble audition panel
- Set rehearsal schedule with orchestra director, choreographer, prop designer, set designer and costume designer
- **Sept** – order tickets
- Order signs for publication, do newspaper ads
- Meet with elementary and middle school teachers
- Set performance and rehearsal times
- Coordinate high school, middle school and elementary school for choreography
- Audition
- Cast selection
- Set Cast A and B for high school, middle school, elementary school
- Meet with instrumental director to get needs for contract professional for musical
- Produce contract
- Meet with Zagaras for cast food
- Meet with ticket sales
- Pass out ticket forms to all cast and chorus members
- Pass out ad form
- **Oct** – continue meetings with cast, prop, design, technical theater, choreographer, elementary and middle school teachers
- order grounds crew for costume pick up
- coordination with food service for middle school
- meet with ushers and security

Time Commitment Expected: {Refers to the total amount of time you commit as the person in charge of this co-curricular group for the duration of this activity. Please list student contact time and preparation time separately. }

- 260 hours of prep
- 60 hours for student time

Other Duties and Responsibilities:

- Coordinate financial aspects of the club
- Deposit all play proceeds with school treasurer/authorize payment of production bills through district fiscal policies and regulations
- Coordinate fund raising aspects for the club
- Organize all working committees and prepare schedule for rehearsals and committee meetings
- Perform other duties as assigned by the Building Principal/Superintendent

Qualifications:

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Teaching Certificate or Licensure
- Such alternative to the above qualifications as Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills

Equipment Operated:

- Computer/printer
- Telephone
- Copier
- Motor vehicle
- Calculator
- Fax machine

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interaction with unruly students
- Occasional requirement to sit, stand, walk, talk, see, reach, read, hear, stretch with hands and arms, kneel, crouch, stoop, balance, and climb
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Occasional evening/weekend/summer work
- Occasional travel
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, writing
- Frequent requirement to read and hear

The job functions listed above are intended to outline the essential functions typically performed by individuals who are in this job title. This description is not intended to be all-inclusive nor to prevent supervisors from assigning other tasks of a similar nature or level of responsibility.