

Portsmouth Area Arts Council Children's Theatre Director Information

Duties and Responsibilities

Production Planning

1. Works with Executive Director to set budgets for the productions compatible with parameters of the full organization's budget
2. Implements and monitors a production timeline for each 2024-2025 production. This includes but is not limited to:
 - a. Student rehearsal schedule
 - b. Production meetings
 - c. Volunteer schedules
3. Meet with the Executive Director and/or Board of Directors regarding all aspects of the productions
4. Meet with adult volunteers regarding props, costumes, sets, lights, hair, etc.
5. Works with VRCFA to fulfil any technical needs for the production
6. Becomes familiar with PACT's storage inventory to know what can be utilized for the season's productions

Production Implementation

1. Responsible for artistic design of productions, such as costumes, lighting, set, etc.
2. Oversees the creation of all elements of productions such as costumes, set, props, etc.
3. Responsible for casting student performers
4. Responsible for teaching all elements of performance to students including but not limited to:
 - a. Blocking
 - b. Choreography
 - c. Music (PACT has a dedicated Music Director, but the CT Director is still responsible for overseeing the teaching of production music)
 - d. Stage Management
 - e. Backstage Crew
 - f. Light Board
 - g. Spotlights
5. Executing a high artistic quality of show
6. Providing a safe and creative environment for all student participants
7. Responsible budgeting and use of resources
8. Works with Executive Director to ensure accurate expense reporting
9. Utilizes feedback for continuous improvement of the program

Student Performer Coordination

1. Parent/performer communication such as email, Facebook secret group, etc.

Job Qualifications/Competencies

- Bachelor's Degree in Musical Theatre, Theatre, Music, Dance, Education, or related field or commensurate experience.
- Knowledge of all aspects of the theatrical arts (performing, technical, creative, etc.)
- Patience, empathy, and a genuine passion for supporting the growth and development of children through the theatrical arts
- A dedication to fostering a welcoming, safe, and inclusive environment for children of varying backgrounds and identities
- Flexibility, creativity, and adaptability to meet the individualized needs of students
- Creative problem-solving skills
- Quick learner and easily adaptable
- Outstanding verbal communication skills
- Possesses emotional intelligence and self-awareness
- Physical and emotional stamina
- Ability to pass a background check

Bonus Qualifications

- Educational theatre experience
- Teaching experience, especially within the theatrical arts
- Strong classroom management skills
- Performing experience

Schedule

- Contractual
 - **August 10, 2024 – October 27, 2024** (Fall Show)
 - **November 16, 2024 – February 9, 2025** (Winter Show)
 - *(Two weeks off between 12/23/24 – 1/3/25)*
 - **February 15, 2025 – April 13, 2025** (Spring Show)
- Approximately 16 rehearsal hours per week
- 5:30 PM – 8:30 PM rehearsals four nights a week (schedule may vary slightly)

\$500 weekly salary (29 total paid weeks)