

## **THEATRE ARTS RESOURCE COORDINATOR**

**BASIC FUNCTION:** To coordinate and focus a Theater Arts program including all grade levels for the Kings Canyon Unified School District. To develop a community-based theater to compliment and benefit the education system. The community-based theater would utilize the talents and energies of faculty, staff and community.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Direct productions at the Reedley High School site.
2. Responsible for all aspects of theatrical productions, including technical support for sets, props, lights, sound, costumes and publicity.
3. Oversee curriculum for high school drama classes.
4. Be available to any district theater program including elementary and middle school, at their request, based on calendar availability. Services offered would include, but not be limited to, audition assistance, suggestions for theater arts curriculum and activities for all grade levels, and consultation on sound and lighting systems at all school sites. By request, observe and advise teachers directing their own on-site productions.
5. Direct and perform in adult productions each year involving faculty, staff and community leaders. All proceeds would benefit the district's theater arts program.
6. Oversee and assist in a summer theater workshop program for all grades.
7. Act as a liaison to other school district and area theaters.
8. Prepare and administer the drama program budget.

### **KNOWLEDGE OF:**

1. Theater company management
2. Budget development and management
3. Copyright procedures
4. Public relations

### **SKILLS TO:**

1. Write scripts
2. Direct
3. State and produce theatrical productions
4. Work with students in grades K-12
5. Work collaboratively with others
6. Supervise staff
7. Manage a theater company

### **ABILITY TO:**

1. Communicate effectively, orally and in writing.
2. Maintain records.
3. Read, apply and explain rules, regulations, policies and procedures.
4. Travel using own vehicle.
5. Use presentation and multimedia equipment.

### **EDUCATION AND EXPERIENCE:**

1. High school diploma or equivalent.
2. Bachelor of Arts in Drama preferred.
3. Theater and performing arts experience.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Indoor, classroom and outdoor settings.

#### **PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting and standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, banding at waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; living light objects.