

**Summer Independent Job Description
(Director)**

Job Title: Director

Reports to: Summer Independent Production Manager

Supervisor: KIDSTAGE Production Manager

Position Overview:

The Director is responsible for the artistic rendering of the show within the KIDSTAGE mission. In this capacity, the Director works with the Choreographer and Music Director to present a program that encourages young artists to develop their potential and foster their appreciation of live theatre. The Director will work with the creative team to satisfy the artistic vision within the approved budget.

The Director is responsible for ensuring a unified production is realized. They collaborate with the artistic team and designers to tell a cohesive story, create stage pictures, do dramaturgical research, communicate their concept to visual designers, and coach actors in scenes.

Directors are creative, patient, team players, skilled compromisers, and natural leaders.

Principal Duties and Responsibilities:

- Systematically create, direct, and refine a quality production
- Work with all departments through active listening, problem solving, and guidance as needed to develop the show's artistic vision
- Attend auditions and select cast in conjunction with the Choreographer, Music Director and KIDSTAGE staff.
- Check email on a regular and consistent basis, and respond to emails in a timely manner
- Work with the KIDSTAGE Production Manager to determine and select needed show personnel
- Develop detailed rehearsal schedule
- Attend all production meetings and scheduled rehearsals
- Collaborate with the Dramaturg in researching and presenting information relevant to the maintaining historical/cultural accuracy of the production
- Empower and motivate participants to perform on stage and off to the best of their capabilities
- Set an example of professional behavior in rehearsal and in performance that teaches harmonious relationships and teamwork, centered on the purpose of creating a successful production
- Use effective methods to demonstrate, explain, and promote the development of acting skills such as blocking, character development, motivation, expression, projection and diction
- Demonstrate professional behavior and respect for others at all times
- Report all incidents and emergencies to KIDSTAGE staff
- Communicate and enforce KIDSTAGE Expectations of Behavior

Education and/or Equivalent Experience Preferred:

- Pursuit or intent to pursue an undergraduate degree in directing, producing, or related field
- Experience directing or assistant directing one (1) or more shows

Other Skills, Ability and/or Knowledge:

- Working knowledge of professional theatre producing practices and personnel management
- Proficient in programs including but not limited to Excel, Word, and Dropbox
- Ability to manage shifting and competing priorities
- Exercise good judgment and discretion
- Flexibility in projects and schedules
- Attention to detail
- Strong organizational skills
- Ability to execute projects efficiently and according to schedule
- Ability to work independently and to maintain a positive work atmosphere
- Work schedule varies and includes evening and weekend hours
- Calm and professional demeanor, sense of humor encouraged

Supervisory Responsibilities:

- Supervise and advise the Assistant Director

Supervisor

Signature: _____

Date: _____

Student

Signature: _____

Date: _____

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.