



Drama Program Director Employment Opportunity

Job Title: Drama Program Director
Reports To: Upper School Principal
Prepared Date: 04.2022

Position Overview

Open Door Christian Schools is seeking a part-time Drama Program Director for the 2022-2023 school year who will be responsible for creating, managing and directing engaging drama and musical production opportunities for students in grades K-12th. The Drama Program Director will be an Evangelical Christian believer who serves our students and who embraces the School's mission of equipping disciples through exemplary education.

Type of Position

The Drama Program Director position is a part-time, exempt position that is paid an annual salary.

Required Spiritual Qualities

- Has received and acknowledges Jesus Christ as his/her personal Lord and Savior.
- Seeks to live a life as His disciple.
- Stands as a positive Christian role model for students, staff and our larger community.
- Regularly attends church with a congregation that has a statement of faith consistent with the School's statement of faith.
- Demonstrates by example the importance of the Scriptures in the daily life of a believer.
- Agrees and supports the ODCS Statement of Faith and Employee Lifestyle Statement.

Required Professional Qualities

- Holds, at a minimum, an Associate's degree.
- Has experience in the performing and musical arts.
- Ideally has experience in working with children.
- Is able to work independently and multi-task.
- Promotes a positive attitude about the School and its employees and students.
- Agrees to abide by School policies and procedures.
- Commits to excellence, efficiency, customer service and the School's shared values.

Essential Job Functions

- Invests in the lives of students to motivate them to grow in their faith and, for those students who are not saved, to accept God's gift of salvation through Jesus Christ.
- Has knowledge and understanding of the Christian philosophy of education.
- Integrates biblical principles and the Christian worldview throughout productions and activities.

- Designs and conducts recruitment/outreach programs to attract new drama participants.
- Teaches acting principles and techniques to individuals and groups and conducts readings to evaluate student's talent.
- Teaches enunciation, diction, voice development, and dialects, using voice exercises, speech drills, explanation, lectures, and improvisation.
- Discusses and demonstrates vocal and body expression to teach acting styles, character development, and personality projection.
- Produces and directs plays/musicals for school and public performances.
- Auditions students to select cast and assign parts.
- Rehearses and drills students to ensure they master parts.
- Assigns non-performing students to backstage production tasks, such as constructing, painting, moving scenery; managing properties and costuming; operating stage lighting and sound equipment; and operating the stage counter-weight system.
- Selects scripts for production in accordance with established policies.
- Sees that all royalties, rental fees, and other fees/bills associated with a production are paid and maintains an accurate record of all expenses and receipts.
- Secures and reserves rehearsal and performance facilities with building administration.
- Advises and assists principal with scheduling of drama/musical productions.
- Oversees proper organization and storage of school-owned and rented drama equipment and materials.
- Organizes, plans, and directs the respective plays/musicals including being responsible for:
 - All publicity and programs.
 - Costume and properties rental and purchase.
 - Lighting and sound design and application.
 - Set design and construction.
 - Securing sponsorships within established protocol.
 - Securing ushers.
 - Organizing and managing ticket sales.
 - Developing a rehearsal schedule.
 - Any other duty necessary to the success of a production.
- Establishes performance requirements, enforces academic requirements, and verifies each student's eligibility to participate in drama activities.
- Submits to building principal, upon request, a year-end report including:
 - List of participants.
 - Awards and honors received.
 - Summary of activities.
 - Recommendations for improvements.
- Organizes and implements fine arts trips in accordance with policies and regulations, as well as student interest and ability.
- Meets with building principal to review goals for the drama department productions.
- Ensures the safety of students by adhering to both stage safety while on stage and general school rules and regulations while on Open Door Christian Schools premises and traveling.
- Submits production budget needs to the principal in accordance with established timelines and guidelines.

- Orders all supplies and materials necessary for productions and activities in accordance with established district procedures and budget allocations.
- Creates an environment conducive to learning and that is appropriate for the physical, social, and emotional development of students.
- Maintains confidentiality of student and faculty information.
- Attends meetings, chapels, prayer times and Bible studies as required.
- Performs other duties as assigned.

Contact Information

Interested candidates should submit a cover letter and resume to:

Jeremy Grove, Upper School Principal – jgrove@odcs.org