

### Job Description

<b>Job Title:</b> Director	
<b>Reports to:</b> Production Manager <b>Responsible to:</b> KIDSTAGE Production Manager, Director or Associate Director of Youth Education	<b>Mentor:</b> Designated Professional Mentor
<b>Department:</b> KIDSTAGE Summer Independent Production	<b>Supervisor:</b> Designated KIDSTAGE Staff

#### **Position Overview:**

The Director is responsible for the artistic rendering of the show within the KIDSTAGE mission. In this capacity, he/she 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 taking consistent measures to ensure a unified production is realized. They collaborate with the artistic team and designers to tell a cohesive story. They 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
- Work with the KIDSTAGE Production Manager to determine and select needed show personnel.
- Develop detailed rehearsal schedule
- Attend all production meetings and scheduled rehearsals
- 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
- Assist with flow of communication
- Report all incidents and emergencies to KIDSTAGE staff
- Communicate and enforce KIDSTAGE Expectations of Behavior. No use of alcohol or tobacco or illegal substances is allowed in and around the Village Theatre buildings

#### **Education and/or Equivalent Experience Preferred:**

- Experience Directing or Assistant Directing one (1) or more shows

#### **Other Skills, Ability and/or Knowledge:**

- Calm / Professional demeanor
- Working knowledge of professional theatre producing practices and personnel management
- Working knowledge of professional theatrical costume and craft construction techniques
- Proficient in Excel, Word, Outlook, Dropbox

- Ability to manage shifting and competing priorities
- Exercise good judgment and discretion
- Flexibility in projects and schedules
- Attention to detail
- Self-starter
- 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
- Possess interpersonal communication and organizational skills

**Scope and Character of Supervisory Responsibilities:**

- Supervise and advise the Assistant Director (if applicable)

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