

**Job Title:** Coordinator – Drama Production



## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Exempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Professional – 12

**APPROVED**  
**ESCAMBIA COUNTY SCHOOL BOARD**

**JUNE 20, 2017**

**MALCOLM THOMAS, SUPERINTENDENT**  
**VERIFIED BY RECORDING SECRETARY**

## **JOB SUMMARY**

The purpose of this position is to coordinate drama instruction and collaborate with the Arts faculty and other school staff to produce major performances and to create learning experiences integrating the arts and academics for students.

## **ESSENTIAL JOB FUNCTIONS**

- Serves as a faculty member and completes all duties as directed by the principal.
- Informs administrative personnel about program activities through regular meetings.
- Creates and delivers drama instruction to students.
- Researches, designs, coordinates, and implements a school-wide drama curriculum that both enhances students' creative talents and develops strong academic, career, and social skills.
- Works with other Arts faculty to create, coordinate, and produce performances.
- Works with all faculty members and administrators to consistently integrate arts and academic instruction to meet Sunshine State Standards in math, science, social studies, reading, and language arts.
- Conducts internal staff development as needed to instruct other faculty in the use and methods of drama for classroom instruction.
- Provides drama knowledge and other attendant resources and skills to District-wide departments and personnel as needed for workshops and special projects.
- Maintains expertise by attending workshops, conferences, and other training in order to remain informed of current trends and best practices in drama instruction and other areas relating to job duties.
- Manages acquisition, storage, care, and use of props, costumes, scenery, and other materials vital to the performing arts.
- Writes, edits, and coordinates plays and other material for school and District productions and events.
- Designs extracurricular activities for students to participate in that will allow them to further hone their dramatic skills and encourage their artistic growth.
- Plans drama events and programs that encourage school involvement in the wider community and enhance community awareness of school mission.
- Disseminates information to appropriate personnel.

- Responds to inquiries in a timely manner.
- Keeps supervisor informed of potential problems or unusual events.
- Interacts with parents, outside agencies, businesses, and the community to enhance understanding of District and school initiatives and priorities as required.
- Interacts with a variety of District stakeholders to give information, resolves problems, and provides services.
- Develops annual goals and objectives.
- Attends training sessions, conferences, and workshops to keep abreast of current practices and programs.
- Plans and directs in service activities at both the department and school level.
- Provides technical assistance as assigned or by request.
- Prepares routine reports in a timely and accurate manner.
- Represents, consistently, the District and the school in a positive and professional manner.
- Develops or assists in developing the department budget and monitors its implementation.
- Serves on District, state, or community councils or committees as assigned or appropriate.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- Bachelor's Degree from an accredited educational institution or an equivalent combination of training and experience.
- Five (5) years of experience in coordinating drama activities in schools, community organizations, and/or professional companies.
- Five (5) years of experience in coordinating production processes (writing plays, staging plays, scenery, props, costumes, rehearsals, and performances).
- Five (5) years of experience in professional theater (acting as a performer, stage manager, director, technical director, costumer, and other vital roles.)
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display thorough, firsthand knowledge of the business of drama and theater.
- Requires the ability to display experience in non-academic, working theater through professional performance, association with and employment by public and professional theater in a variety of roles both on and off the stage.
- Requires the ability to display experience with various age ranges of children in a variety of theater settings.
- Requires the ability to display experience working with a group of other Arts faculty members (music, dance, visual arts) to collaboratively teach drama skills to students and to produce and present diverse theater experience and productions.
- Requires the ability to display knowledge of the academic curriculum sufficient to design curriculum that integrates arts and academic areas of math, science, social studies, reading, and language arts.
- Requires the ability to interact effectively with a large faculty.
- Requires the ability to determine the approach for doing the work using provided guidelines.

- Requires the ability to perform work that encompasses advanced technical, scientific, legal, or mathematical concepts. My work directly contributes to the implementation of specific policies, programs, or initiatives of the organization.
- Requires the ability to make decisions impact how the unit provides services and support to internal and external customers.
- Requires the ability to manage or administer grant funds.
- Requires the ability to manage the budget within the assigned division.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for word processing and/or accounting purposes.

**PHYSICAL DEMANDS**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

**WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**