



CALVERT COUNTY  
PUBLIC SCHOOLS  
Prince Frederick, Maryland

20678

POSITION DESCRIPTION

**Position: Assistant Director – Major Drama Production**

**Job Summary:** The major drama production assistant director is the representative of the principal and the director of the major drama production to ensure that the school musical has a reflective representation of the school community. The individual will work with the administration, students, staff, and community to assure a successful experience for students and successful public performances. These efforts can be accomplished through after-school rehearsals, weekend events, and performance events. This individual shall enforce and adhere to the policies, rules, and guidelines of the Board of Education and the school.

**Reports to:** Director- Major Musical Production

**Qualifications and Experience:**

1. Excellent oral and written communications skills
2. Demonstrated management, leadership, and human relations skills
3. Ability to exercise good judgement in making decisions
4. Proven ability to carry an assignment to its completion
5. Demonstrated success in accomplishing tasks akin to the duties and responsibilities below
6. Ability to carry out the directives of the Director – Major Musical Production
7. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable

**Duties and Responsibilities:**

The following duties may be required under the direction of the Director – Major Musical Production

1. Assist in auditioning and selecting students who will serve as actors, stage managers, set crew, props crew, and lighting and sound technicians.

2. Assist in fundraising to provide for ad sales, donations, special drawings, flower or t-shirt sales, or other CCPS approved methods of fundraising.
3. Assist with the provision of design, purchase, maintenance, assignment, and cleaning of costumes
4. Assist with the purchase of all make up and wigs and assist in oversight of make-up design.
5. Assist with the design, purchase, painting, and building of props.
6. Assist with set design and construction.
7. Work with parent volunteers to assist with concessions, fundraising, and ticket sales.
8. Assist with lighting design, ordering gels, hanging lights, and programming the lighting board.
9. Assist with sound design, maintaining microphones, and setting up monitors
10. Assist with making arrangements for publicity to include pictures, fliers, newspapers, radio spots, road signs, and emails.
11. Assist with the execution of rehearsals including blocking, running of lines, and supervision of students involved in all facets of the production
12. Assist with stage strike and cleanup to include dressing rooms, lighting and sound booth, back stage areas, and any other portion of the school facility in use in conjunction with the musical production.
13. Other duties as assigned by the Director – Major Musical Production that will provide for a successful production

**Other duties:**

Performs related work as required or assigned by the Principal and/or Activities Director

**Physical demands:**

Position requires significant periods of standing and walking, and is performed in a typical school environment

**Unusual demands:**

None

**Terms of Employment:**

Salary commensurate with qualifications and experience applied to the current year Extra Pay for Extra Duty Longevity Pay Schedule.

**FLSA status:**

Exempt

**Evaluation:**

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

**Application procedure:**

Coach/Club/Advisor application should be submitted to the Principal where the vacancy exists.

References must be directly related to work experience and must include current immediate supervisor.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

**Nondiscrimination Statement**

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of  
Human  
Resources 410-  
535-1700

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocrcas.ed.gov> or call 1-800-421-3481.

**Anti-sexual, Anti-racial and Anti-disability Harassment Statement**

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Ms. Kimberly  
Roof Director of  
Student Services  
Calvert County Public  
Schools 1305 Dares  
Beach Road Prince  
Frederick, MD 20678

Employees may report allegations of harassment to: