



ST. ANNE SCHOOL

JOB DESCRIPTION

Lower School Play Assistant Director

RESPONSIBILITIES:

- Acts as a role model of professionalism in a Catholic environment.
- Supports the philosophy, policies, and goals of the school, as well as the decisions made by the Board of Directors and Administrators.
- Insures the health, safety, and welfare of all students.
- Holds in strict confidence all matters pertaining to the school.
- Adheres to all policies and procedures as outlined in the Parent/Student Handbook and Employee Handbook.
- Attends faculty and administrative meetings as needed.

DEFINITION:

The Lower School Play Assistant Director supports the Director in managing all components of the Lower School play program. This position reports to the Head of Lower School and works collaboratively with staff, students, and volunteers to ensure a successful production.

DUTIES:

- Assist the director with auditions, callbacks, and rehearsals
- Supervises students during rehearsal, fostering an appreciation of theater, and providing a joyful and supportive learning environment for dramatic development
- Help students as both individuals and groups, will foster an appreciation of theater, and provide a joyful and supportive learning environment for dramatic development
- Create and teach choreography for actors
- Set rehearsal agendas with the director and assist the director and music coordinator with practices
- Prepare gym (floor, curtains, black out windows, signs, etc.) with director, assistant director of student life, and parent volunteers
- Run stage management on the nights of the shows with assistant director of student life
- Strike gym with assistant director of student life and parent volunteers
- Performs other duties as assigned by the Head of School and or other designated administrators.

REQUIREMENTS/QUALIFICATIONS

- Degree and experience in theater or related fields.
- Strong ability to provide support and care for children in a nurturing environment.
- Excellent communication and teamwork skills for collaborating with staff, parents, and volunteers.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard classroom setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Hours: This is a part-time, temporary position running from January to April. The schedule includes:

- Monday, Tuesday, and Thursday from 2:00 PM to 5:30 PM.
- Occasional weekends and evenings as required for performances or related events.

Reports to: Assistant Director of Student Life

COMPENSATION:

This is a part-time, temporary, hourly, non-exempt position. The hourly rate ranges from \$40 to \$50, depending on degree and experience.

APPLICATION INSTRUCTIONS:

Please submit a cover letter, resume, and college transcripts to Melissa Vergara, Director of Human Resources, at hr@st-anne.org.