

Cape Girardeau Public School District No. 63
Job Description

Job Title: Sponsor-Red Dagger Advisor

Report To: Principal or Assistant Principal

Receives Guidance From: Principal or Assistant Principal, plus other theatre professionals in city and state, i.e. other high schools, colleges and community theatre.

Requirements:

- Education Level: Bachelor's degree with teaching certification
- Experience Desired: Degree in theatre or course work in theatre. Experience in high school, college, community and/or professional theatre.
- Physical Requirements: This position requires constant hand-eye and mind-eye coordination and hearing; intermittent repetitive motions with the wrists, hands and fingers, sitting, walking, and keyboarding. The position requires frequent lifting, bending, stooping, pulling,

Essential Duties and Responsibilities:

- Performs all tasks for this production that are listed for artistic director, as well as most tasks listed for technical director.
- Cuts the chosen play to the acceptable length to meet Cape Girardeau District guidelines.
- Creates sets appropriate to selected production.
- Oversees students during practice and performance of productions.
- Oversees and coordinates the sets, properties, costumes, make-up, etc.,
- Organizes and oversees the high school theater productions.
- Performs other duties as assigned by principals.

Working Conditions:

A. <u>Inside</u>	<u>Outside</u>	<u>Both</u>
		X XX

B. Climatic Environment:

Some District work areas are not climate controlled and are subject to extremes of temperature and humidity.

C. Hazards:

Prepares actors to work safely in a stage environment, e.g. stage combat situations, break-away props, falls, etc.

D. Work Year

Extra duty/extra pay positions are for a fiscal year (July 1-June 30). Duties of the position may be performed any time during that time period depending upon the position/season.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: August 1, 2013