Arts-In Director Job Description

JOB TITLE

2026 Washington County 4-H Arts-In Director

SUPERVISED BY:

Washington County Performing Arts Project Development Committee (PA PDC) and Megan Slater, Washington County Extension Educator, 4-H Youth development.

JOB GOAL

To help 50-60 4-H members, who have completed grades seven or above, have a positive youth development experience through participation in a 25 to 30-minute musical performance prepared for the Washington County Fair, July 29 – August 2, 2026.

SPECIFIC JOB RESPONSIBILITIES

1. Assist in selection and training of the Student Directors. Works with the Student Directors to develop a theme and plot including:
   a. Selecting music
   b. Developing script
   c. Developing choreography
2. Arrange for music with the band & choir directors including:
   a. Purchasing, using previously purchased, or borrowing music
   b. Identifying which musical instruments are needed in the band
3. Design the set, determine props, and identify amplification needs in collaboration with the technical director.
4. Determine costume needs with the parent volunteers.
5. Identify audition songs, cast attendees into majors (performer, band, technical crew), and work with vocal director to cast solo roles. Seventh graders are automatically assigned to Technical crew unless instructed by Director to change majors.
6. Identify production needs and convey them to the Volunteer Coordinator.
7. Communicate via email with participants after approval by PA PDC and Megan Slater. Include PA PDC and Megan Slater on all email communications.
8. Oversee rehearsals of the show during Arts-In encampment July 12-15. This includes, but is not limited to:
   a. Team building
   b. Serving as a resource in theatre/musical techniques
   c. Creating a schedule
   d. Handling immediate conflict/discipline issues
9. Design a paper program for distribution at the County Fair with help from the parent volunteer.
10. Design a cast T-shirt with the same logo as the paper program with help from the parent volunteer.
11. Manage the Arts-In expenses with approval from the PA PDC. Reimbursement requests must be made within a week of the final county fair show and submitted to the PA PDC.

12. Pets or young children of directors / assistant directors are not allowed at the encampment.
13. Works with other directors/parents to sign-in and sign-out attendees who are approved to leave encampment.

QUALIFICATIONS

1. Experience working with teens, preferably in a theatre/musical performance situation.
2. Two years' education/experience in theatre, education, or youth development.
3. Organizational skills.
4. Must be at least 21 years old and willing to submit paperwork for 4-H Screening / Background check.

PARENTS OF PARTICIPANTS WILL VOLUNTEER FOR THE FOLLOWING RESPONSIBILITIES:

1. Pre-encampment cleanup of Hooley Hall.
2. Meal preparation and clean up.
3. Purchase and deliver materials for the set.
4. Costume creators & make-up applicators.
5. T-Shirt Coordinator will pick up t-shirts, label with participant's name and distribute the t-shirts.
6. Program Designer will create a paper program with the show's design and cast list for distribution at the County Fair.
7. Technical crew members will count audience attendance, hold donation box, and hand out programs at the shows.
8. State Fair coordinator will arrange transportation of necessary set/prop items to and from State Fair.
9. Food coordinators will plan meals for encampment, purchase groceries, and oversee meal preparation.
10. Volunteer coordinator will work with the Director to identify needs, assign and describe roles to parent volunteers, determine if roles were completed and if parent is eligible for refund of $30 volunteer deposit.
11. Videographer will create a digital file of the county fair Arts-In performance for distribution to each cast member.
12. Cast party and pre-state fair practice volunteers will host the party and serve food.

EXTENSION STAFF WILL:

1. Collect and database participant applications and payments.
2. Reserve buildings for auditions and encampment.
3. Send correspondences to participants via email or mail as requested by the Director and PA PDC.
4. Be present, when necessary, to:
   a. Assist with handling emergencies
   b. Consult with the Director regarding any discipline problems which may arise
5. Write and distribute checks for reimbursements and salaries from the Performing Arts Funds

It is imperative that the Director is present at the following events:

1. One meeting with PA PDC and Megan Slater to discuss responsibilities/production (Spring).
2. At least **three meetings** with Student Directors prior to event (Spring-Summer).
3. Auditions / parent meeting event: July 5, 5:00 – 10:00pm.
4. Encampment (minus overnight hours): July 12 – 15.
5. Dress rehearsal Tuesday evening before the fair on July 28, 6:30 – 9:30.
6. County Fair performances: Jul. 29 @ 7pm, Jul. 30 @ 6 & 7pm, Jul. 31 @ 6 & 7pm, Aug. 1 @ 1:30 & 2:30pm, and Aug. 2 @ 1:30 & 2:30pm.
7. Pre-State Fair cast party & rehearsal: TBD; Either Aug. 15 OR 16, 5:30 – 8:30pm.
8. Two State Fair performances: TBD.

Honorarium:

An honorarium of $2,500 will be shared between director and assistant director or co-directors (minus University of MN employee payroll fringe benefit deductions). This includes mileage and miscellaneous expenses.

4-H Arts-In Director
Washington County - 2026

Name: _____ **Email:** _____

Address: _____ **Phone:** _____

City/Zip: _____ **Date of Birth:** _____

EDUCATION HISTORY

Please list high school, technical school, and/or college:

Name	Location	Year of Graduation	Major

EMPLOYMENT HISTORY

Please list recent employment or volunteer experiences:

Employer: _____ **Phone:** _____

Address: _____ **Dates Employed:** _____

Job Title: _____ **Supervisor:** _____

Responsibilities:

_____

_____

_____

Employer: _____ **Phone:** _____

Address: _____ **Dates Employed:** _____

Job Title: _____ **Supervisor:** _____

Responsibilities:

_____

_____

_____

elatives) that we can call as references:

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

ADDITIONAL INFORMATION

Have you completed the 4-H Volunteer Screening process? _____Yes _____No

Do you have a valid Minnesota Driver's License? _____Yes _____No

Do you have reliable transportation? _____Yes _____No

List your previous 4-H/Arts-In experience:

List your theatre/performing arts experience:

Describe your experience working with teens:

Please describe skills and experiences that best show your ability to direct an Arts-In production:

Please write a short bio about yourself and your relevant experience. (This will be used for grants, the website, and county fair program)

The following information is considered private under the Minnesota Government Data Practices Act, Ch. 13. It will be used in evaluating your application by the University of Minnesota Extension Service and cannot be released without your consent or a court order. You are not required to provide the information; however, if you do not, the Minnesota Extension Service may not be able to process your application. A criminal record will not necessarily disqualify an applicant. A criminal record will be considered as it is related to the job specifications for which you have applied.

Have you ever been convicted of a criminal offense? _____Yes _____No

Have you ever been found by any court to have sexually assaulted or exploited any minor or vulnerable adult, or to have physically abused any minor or vulnerable adult? ____Yes ____ No

READ AND SIGN

To the best of my knowledge, the information included in this application is accurate and true. I understand the misrepresentation or omission of facts in connection with my application may be sufficient cause, in and of itself, for dismissal whenever discovered.

I authorize the University of Minnesota Extension Service to investigate all statements herein. I also authorize any persons, companies, corporations, and/or educational facilities with which I have been associated to furnish the Minnesota Extension Service with any information concerning my employment and educational background they may have on record.

Applicant's Signature _____ Date _____

Please complete and return application to:

Washington County 4-H
14949 62nd Street N
Stillwater, MN 55082

Application Deadline: February 20, 2026