



## **Position Description: Elementary Performing Arts Coordinator**

**Position Overview:** The Elementary Performing Arts Director is responsible for overseeing and directing the performing arts programs at the elementary school level. This role involves creating a nurturing and inclusive environment where students can explore their artistic talents and develop their performance skills. The Elementary Performing Arts Director will be responsible for planning and directing 1-2 after-school performances per year, including school musicals or plays that are developmentally appropriate for elementary school students.

### **Key Responsibilities:**

1. Program Development:
  - Develop and implement a comprehensive performing arts program for elementary school students, focusing on building their confidence, creativity, and performance skills.
  - Collaborate with classroom teachers and other staff members to integrate performing arts activities into the curriculum and school events.
  
2. Performance Planning and Direction:
  - Select and adapt age-appropriate musicals or plays that align with the student's abilities and interests.
  - Collaborate with the production team, including music teachers, choreographers, and set designers, to plan and coordinate all aspects of the performances.
  - Direct and rehearse students in acting, singing, and dancing, ensuring a high standard of performance and fostering a positive and supportive learning environment.
  
3. Classroom Instruction:
  - Teach and guide students in various performing arts disciplines, including acting techniques, vocal training, movement, and stage presence.
  - Create engaging and interactive lessons that develop students' skills, knowledge, and appreciation for the performing arts.
  - Foster a love for the arts and provide opportunities for students to explore their creativity and express themselves through performance.
  
4. Student Development and Support:

- Provide guidance and mentorship to students, encouraging their artistic growth, self-expression, and confidence.
  - Foster a supportive and inclusive environment that values diversity and encourages teamwork and collaboration among students.
  - Identify and nurture talent in students, providing opportunities for leadership and growth within the performing arts program.
5. Communication and Collaboration:
- Maintain regular communication with parents, keeping them informed about the performing arts program, upcoming performances, and rehearsal schedules.
  - Collaborate with other teachers, administrators, and staff members to support cross-curricular integration and create interdisciplinary projects or performances.
  - Collaborate with community arts organizations, local theaters, or guest artists to enhance students' exposure to the broader performing arts community.
6. Performance Coordination:
- Schedule and coordinate rehearsals, technical rehearsals, and dress rehearsals, ensuring all aspects of the performance are well organized and run smoothly.
  - Work with the production team to coordinate costumes, props, sets, lighting, and sound for the performances.
  - Arrange the necessary resources, equipment, and spaces required for rehearsals and performances.
7. After-School Performances:
- Plan, organize, and direct 1-2 after-school performances per year, such as school musicals or plays.
  - Schedule performances in the afternoon to accommodate the elementary school schedule.
  - Ensure the performances are developmentally appropriate and showcase the talents and efforts of the students.

**Qualifications and Requirements:**

- Bachelor's degree in education, arts, theater, music, or a related field preferred. A teaching certification is an advantage.
- Previous experience in directing and coordinating elementary school performances, including musicals or plays.
- Strong knowledge and understanding of age-appropriate performing arts curriculum and pedagogy.
- Proficiency in directing, acting, singing, and movement techniques.
- Excellent organizational, time management, and multitasking skills to coordinate rehearsals and performances effectively.
- Strong interpersonal and communication skills to collaborate with students, parents, staff members, and community partners.

- Ability to create a safe and supportive learning environment that fosters creativity, teamwork, and self-expression.
- Flexibility to work after-school hours for rehearsals and performances.