

MUSICAL DIRECTOR (RIDGE HIGH SCHOOL)

Reports To:	Supervisor of Fine & Practical Arts
Qualifications:	Appropriate New Jersey Certification Demonstrated knowledge of musical direction and related experience as determined by the board
General Description:	To oversee and direct all performance aspects of the annual spring musical including the actors, musicians, technicians, and stage hands.

Major Duties and Responsibilities:

- 1.1 Organize and supervise all processes of the student production, including auditions, rehearsals, construction, and performances.
- 1.2 Actively promote the production and seek student participation via publicity and meetings.
- 1.3 Ensure the safety of the students and maintain responsibility for the security of equipment and facilities.
- 1.4 Plan rehearsal schedules and maintain attendance records.
- 1.5 Distribute and collect script and musical materials.
- 1.6 Oversee all student and adult performance assistants including, but not limited to, stage managers, technical assistants, choreographers, costumers, set builders, and makeup artists.
- 1.7 Evaluate the program annually to determine its effectiveness and offer recommendations for the following year, if necessary.
- 1.8 Perform additional duties related to activity as assigned by the Supervisor of Fine & Practical Arts or building principal/assistant principal.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of Board's policy on evaluation of extracurricular staff.

Frequency/Duration: Daily/Season

Adopted: October 22, 2001