

Job Description: Part-Time Assistant Director – The Nutcracker

Position: Assistant Director (Part-Time)

Location: Melody Musical Theater Group

Reports to: Director, Choreographer

Contract Type: Part-Time, Temporary (September 15th-December 5th)

Compensation: \$600

Position Summary:

The Assistant Director will support the Director in all aspects of the production of The Nutcracker. This role is crucial in helping facilitate the creative and logistical processes of rehearsals, performances, and production preparation. The Assistant Director will work closely with the cast, crew, and design team to ensure that the production runs smoothly and that the youth performers are given the guidance, structure, and support they need to succeed.

Key Responsibilities

Rehearsal Support:

- Attend and assist in leading rehearsals, including working with youth actors on their blocking, lines, and character development.
- Act as a liaison between the Director and performers, providing feedback and guidance during rehearsals.
- Help facilitate warm-ups, exercises, and team-building activities to foster a positive rehearsal environment.
- Step into roles as needed for understudy or for scene work if an actor is absent.

Production Assistance:

- Assist in organizing and managing the rehearsal schedule, ensuring that all necessary scenes are rehearsed and that progress is made towards the performance.
- Help with scene transitions, blocking notes, and timing during rehearsals and performances.
- Work with the Stage Manager and production team to ensure that props, costumes, and technical elements are properly integrated into the production.
- Collaborate with other departments, such as lighting, sound, set, and costume design, to ensure artistic and technical aspects are aligned.

Youth Actor Mentorship:

- Provide one-on-one guidance to youth actors as they develop their roles, ensuring they are fully prepared for each rehearsal and performance.
- Foster a supportive, inclusive, and safe environment where all performers feel respected and motivated to do their best work.
- Help build confidence in the performers, particularly if they are new to theater or have limited experience.

Communication & Collaboration:

- Act as a point of contact for performers and parents, assisting with any concerns or questions regarding the production process.
- Help with casting, if required, and assist in maintaining good communication between cast members and the production team.
- Attend production meetings as required and offer input regarding artistic vision and progress.

Administrative Duties:

- Assist in tracking rehearsal notes, props, costumes, and schedules.
- Help maintain the rehearsal and performance calendar, ensuring actors, parents, and crew are informed about changes or updates.
- Support the Director in any additional administrative duties that may arise.

Performance Week Support:

- Provide support during technical rehearsals and dress rehearsals, ensuring that actors and crew are well-prepared for the final performances.
- Assist with final preparations on performance days, including managing backstage, coordinating actor warm-ups, and ensuring smooth transitions between scenes.

Qualifications:

- Previous experience in youth theater or education, ideally in an assistant director, stage management, or similar capacity.
- Strong communication and interpersonal skills, particularly when working with children and young adults.
- Passion for theater and working with youth in an educational and creative environment.
- Ability to work collaboratively in a team setting and take direction from the Director and other team members.
- Organized, proactive, and able to manage multiple tasks at once.
- A positive, nurturing attitude and ability to create a supportive and inclusive environment for young performers.

Desired Skills:

- Knowledge of theater production processes, including blocking, rehearsals, and performance protocols.
- Experience in directing or working with young actors, particularly in the context of live theater.
- Ability to handle conflict and provide constructive feedback in a compassionate manner.
- Strong problem-solving skills and adaptability to work in a fast-paced, dynamic environment.

Working Conditions:

- Daytime availability is required, particularly during rehearsal and performance weeks.
- Flexibility and a willingness to adapt to changes in scheduling or production needs.
- Ability to work both independently and as part of a collaborative team.

Schedule & Compensation:

- Rehearsals begin September 15th at Melody Musical Theater.
- Rehearsals take place every Tuesday and Thursday from 6-8pm.
- Performances will take place December 4-5 at Westminster High School.
- Stipend of \$600 paid upon ticket remittance.

This job description is a general outline of the duties and responsibilities required for the Assistant Director role and is not intended to be an exhaustive list. The duties of this role may evolve as needed throughout the course of the production.

To Apply:

Please submit your resume, a brief cover letter detailing your relevant experience, and any other materials (portfolio, references, etc.) to chelsey@melodymusicaltheater.org.

Legal Considerations and Compliance:

- **Equal Opportunity Employer:** Melody Musical Theater Group is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or

expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

- **Wage and Hour Laws:** Compensation for this position is in compliance with Colorado's minimum wage laws and is subject to adjustments based on applicable overtime laws.
- **Child Labor Compliance:** If applicable, this position complies with Colorado's child labor laws, including work hour restrictions and conditions for youth performers and crew.
- **Background Checks:** All applicants are subject to background checks, including criminal history and child abuse clearances, in compliance with state and federal regulations.
- **Workplace Safety:** Melody Musical Theater Group is committed to maintaining a safe and secure environment for all staff and performers. Safety protocols and training will be provided.