

# **AUDITORIUM/THEATRE DIRECTOR**

## **JOB DESCRIPTION MSD OF WAYNE TOWNSHIP**

**PURPOSE:** In addition to teaching musical courses as assigned, maintains theater and auditorium and manages technical aspects of choir and theater productions at Ben Davis High School.

### **PERFORMANCE RESPONSIBILITIES:**

1. Teaches musical theater, choir, and other courses as assigned.
2. Supports the Director of Drama and Choir Director with the technical aspects of all Ben Davis Theatre Troupe productions and the annual Spring Musical.
3. Trains, supervises, and schedules a cadre of student technicians (through tech theater) to assist with the technical aspects of events in the theatre and auditorium.
4. Manages and maintains all aspects of the theatre, auditorium, control booths, lighting coves, concessions, ticket office, dressing rooms, scene shop, and storage rooms.
5. Schedules and coordinates all events in the theatre and auditorium (District events and external requests).
6. Schedules and supervises technical crews for events in the theatre and auditorium.
7. Inventories and maintains all equipment in the theatre and auditorium.
8. Serves as liaison to the 4-H and Wayne Township Community Theatre programs.
9. Performs other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised: October 2016