

Come Join Our Team!

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| POSITION: | Drama Director (Schedule C) |
| LOCATION: | MacDonald Middle School |
| SALARY: | Per ELEA contract |
| WORK YEAR: | 24/25 School year |
| START DATE: | ASAP |
| REPORTS TO: | Activities Director/Building Principal |
| APPLICATION DEADLINE: | October 12, 2024 |

General Summary

In accordance with the established policies and procedures of the East Lansing Public School District, the Drama Director is responsible for overseeing the organization, implementation, and evaluation of the Schedule C Extra and Co-Curricular Position.

About the Role

1. Assists at all rehearsals and provides support for technical work.
2. Manages account receivable and payable.
3. Manages ticketing (in conjunction with Activities Director).
4. Coordinates with parent liaison.
5. Coordinates the purchase of supplies, script and contract management.
6. Acts as liaison with crew.
7. Attends all performances and oversees house management.
8. Attends and oversees the closing of the production including: set strike, return of all rented/borrowed materials, costumes, etc.
9. Assists in recruiting key personnel, i.e. technical director, set designer, costumer, lighting designer, choreographer, stage manager, sound designer/operator plus volunteer chairpersons i.e. publicity, box office, programs, props, hair/makeup, cast party, etc.
10. Directs publicity and promotion.
11. Supervises the heads of various tech crews.
12. Attends auditions including callbacks.
13. Assists in the casting of the show.
14. Assists with blocking (staging) the show.
15. Compiles accurate prop list and give approval of prop selection.

16. Artistically coordinates and operates production week with the Drama Director, focusing specifically on overseeing the technical components and members of tech.

Education, Knowledge and Skills Required

Internal candidates only

About Us

East Lansing Public Schools, home of Michigan State University (MSU) and a neighbor to the state capital, is seeking a dynamic individual to work in our highly diverse school district. This individual must love kids, have a passion for their success, be a collaborative team player, have a deep understanding of best practices for teaching and learning and engage all students in the learning process. Come work in a district that has built six new elementary schools with state-of-the-art instructional and sustainable enhancements, has multiple partnerships with MSU, encourages continuous professional growth and learning and is highly supported by its families and community!



Why Join ELPS

- ✓ Commitment to creating a positive learning experience for all students
- ✓ Diverse education community
- ✓ Competitive compensation and benefits
- ✓ Collaborative and supportive environment
- ✓ Robust professional development opportunities

How To Apply

For High School positions send a letter of interest to the MacDonald School Principal at amy.martin@elps.us.

Equal Opportunity Employer

NONDISCRIMINATION In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the East Lansing Public Schools that no person shall on the basis of race, color, religion, national origin or ancestry, sex (including sexual orientation or transgender identity) , age, disability, height, weight, genetic discrimination, marital status, military status, or any other legally protected category be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, East Lansing Public Schools has appointed a Title IX Coordinator. Any questions, suggestions or complaints should be directed to:

Rulesha Glover-Payne
 Chief Human Resources Officer and Title IX Coordinator
 East Lansing Public Schools
 509 Burcham Drive
 East Lansing, Michigan 48823