



The Jewish Community Center has an opening for a **Director** for Theatre Unlimited. This is a part time, seasonal position for this year's production in April 2017. Rehearsals begin in December, lasting until April as follows but are subject to change: Wednesday evenings, 7:00 to 9:00pm, and on Sundays, 2:00 to 4:00pm. Technical rehearsals are Sunday-Tuesday, April 2<sup>nd</sup>-4<sup>th</sup>. There are three performances on April 5<sup>th</sup>, April 6<sup>th</sup>, and April 9<sup>th</sup>

Theatre Unlimited is one of St Louis' oldest theatre companies for adults with disabilities. A new show is produced each year providing an inclusive and fun experience for all who wish to participate.

**Responsibilities:**

- Research and provide list of prospective plays for upcoming season. Review with Inclusion Coordinator to select most appropriate play.
- Working with the Music Director, assign parts. Assignments should match to cast member's strengths and interests. All participants are cast.
- Provide artistic vision of the show in collaboration with Inclusion Coordinator keeping in mind the cast members' abilities.
- Plan rehearsal details and conduct rehearsals and performances in a fun but safe manner. Communicate plans with cast, crew and Inclusion Coordinator.
- Work alongside the Technical Director at the Jewish Community Center to ensure a safe stage set up is achieved.
- Block the show and teach to cast. Provide simple choreography as needed.
- Working with the Music Director, create a cohesive story for the production.
- Assist actors with character development while sharing with them the vision for the show.
- Develop a costume plot with the Costumer. Keep in mind ease of use and allocated budget.
- Along with Production Assistants ensure all materials are gathered and put away after rehearsals and performances. Ensure any materials that must be returned are accounted for.
- Be mindful of allocated budget and ensure that the production is completed within budget.
- Communicate respectfully and regularly with parents/guardians/participants and proactively address their concerns. Keep Inclusion Coordinator informed of any concerns, how the show is proceeding, and about any communications which are to be sent out.
- Know and understand all safety procedures of the J. Be able to lead the participants in the event of an emergency.
- Attend all training and meetings as required. Attend all rehearsals and performances.

**Qualifications:**

- High School Diploma or GED is required.
- College degree in a related field is preferred.
- Prior experience working with adults who have developmental disabilities is required.
- One or more years of previous directorial experience is required or several years of theatre experience across disciplines.
- Strong organizational skills
- Patience and ability to deal with multiple priorities at one time.
- Must be able to communicate effectively verbally and in writing.
- Demonstrated ability to use Microsoft Office Suite (Word, Excel, Outlook, Power Point)
- Current CPR/First Aid certification is a requirement of the position. Training will be provided as necessary.

For more information about the J, please see our website: [www.jcctl.org](http://www.jcctl.org)

To apply for this position, please submit your cover letter, resume, and completed J application to [careers@jccstl.org](mailto:careers@jccstl.org) . Please indicate the title of the position you are applying for in the subject line of your email, "Director, Theatre Unlimited". The J's application is available for printing on the employment section of our website. Note that this is not an online form.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program.