



We have a part time, seasonal opening at the Jewish Community Center for a **Music Director, Theatre Unlimited** for this year's production in May. This seasonal position works with Theatre Unlimited, 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.

**Rehearsals** begin in January, lasting until May as follows but are subject to change: Wednesday evenings, 6:00 to 8:00pm, and Sunday afternoons, 2:00 to 4:00pm.

**Participant auditions** are January 20 2:00 to 4:00pm, and January 23, 6:00-8:00pm.

**Technical rehearsals** are Sunday, May 12, 2:00 to 4:00 pm, Monday, May 13, 6:00 to 8:00 pm, and Tuesday, May 14 6:00 to 8:00 pm

**Performances** are on May 15 and 16 at 7:00 pm, and Sunday, May 19 at 2:00 pm

#### **Responsibilities:**

- Together with the director, assign vocal parts to cast members
- Plan and conduct music rehearsals and music related elements of production in a fun but safe manner.
- Provide piano accompaniment during rehearsals and performances.
- Provide individual assistance to cast members in learning their parts.
- Find or develop a rehearsal cd.
- Along with Director, ensure all materials are gathered and put away after rehearsals and performances. Ensure any materials that must be returned are accounted for.
- Communicate regularly with parents/guardians/participants and proactively address their concerns. Keep Inclusion Supervisor 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.
- Must be proficient in piano in order to provide accompaniment during rehearsals and performances.
- Prior experience working with adults who have developmental disabilities is required.
- One or more years of previous theatre experience is required. Prior experience as a school music teacher is strongly desired.
- 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.jccstl.com](http://www.jccstl.com) .

To apply for this position please send your cover letter, resume and salary expectations to [careers@jccstl.org](mailto:careers@jccstl.org) . Please include the title of the position you are applying for in the subject line of your email, "Music Director, Theatre Unlimited". The J's employment application is available for printing from the employment section of our website. Please note 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.