



## Job Posting

The Jewish Community Center has an opening for a **Director** to join the New Jewish Theatre's Youth Theatre program production of *Mulan Jr.* This part time, seasonal position is located at our Creve Coeur location. Audition workshop will be Sunday, August 27, and auditions are Sunday, September 10. Rehearsals start Sunday, September 17. Rehearsals take place on Sunday afternoons, 1 to 5pm (some holiday exceptions), with a few weekday evening dress rehearsals just prior to production.

Performances are:

December 10 and 11, 7pm; December 17, 11am and 4pm

### Summary:

New Jewish Theatre's Youth Program is in educational performance based program teaching children skills in self-confidence, teamwork, acting, music and dance.

### Responsibilities:

- Work with the Producer and Assistant Director to 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 Youth Theatre 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 Youth Theatre Coordinator.
- Block the show and teach to cast. Work together with the Choreographer to develop simple choreography.
- 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 Producer and Costumer. Keep in mind ease of use and allocated budget.
- Along with Producer, 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 regularly with parents/guardians/participants and proactively address their concerns. Keep Youth Theatre 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. 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 children is required.
- One or more years of previous directorial experience are 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.

To apply for this position, please submit your resume, cover letter, and completed J application to [careers@jccstl.org](mailto:careers@jccstl.org). Applications may be downloaded from the employment section of our website, completed, and scanned/attached to your email. 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.