



## **HOLMDEL TOWNSHIP PUBLIC SCHOOLS SCHEDULE “B” JOB DESCRIPTION: TECHNICAL ADVISOR/MUSICAL AND NON-MUSICAL PRODUCTIONS**

### **QUALIFICATIONS:**

1. Possesses New Jersey Teacher Certification, Certificate of Eligibility with Advanced Standing, or fulfills qualifications for Substitute Teacher in the Holmdel Township Public Schools.
2. Demonstrates expertise in technical areas related to dramatic and musical productions (i.e., lighting, sound, set construction).
3. Has prior experience as a technical advisor or has participated in the technical aspects of a production (preferred).
4. Demonstrates organizational ability, communications skills and skill in interpersonal relations.
5. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
6. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal or designee

**JOB GOAL:** To enable students to participate in set construction, lighting and other technical aspects for productions thus supporting them in achieving a higher level of skill, an enhanced appreciation for the values of discipline and teamwork, and an increased level of self-esteem.

### **PERFORMANCE RESPONSIBILITIES:**

1. Instructional Leadership
  - a. Communicates with the student body and encourages participation in the technical aspects of a musical/dramatic production.
  - b. Works closely with the drama advisor, the choreographer, special events coordinator and other appropriate personnel associated with the production in achieving the desired results.
  - c. Sees that necessary supplies are on hand to construct the scenery and to achieve the desired lighting effects; returns all rented or borrowed materials within appropriate timelines.
  - d. Attends all rehearsals and performances.
  - e. Works with students in the design of scenery and lighting as well as other technical

aspects (i.e., props) for a musical or dramatic production.

- f. Submits budget needs annually to the principal in cooperation with the drama coach and within established timelines and guidelines.
- g. Maintains an inventory and orders supplies and equipment needed for the proper functioning of the facilities in cooperation with the Performing Arts/Special Events Coordinator.

2. Student Management

- a. Supervises all students participating in the technical aspects of the musical or dramatic production at all times of involvement and oversees penalties for violation of such standards as stipulated in Board policy and school procedures.
- b. Maintains necessary activity roster, attendance forms, eligibility records, and similar paperwork and provides information to the principal as requested.

3. Professional Development

Participates in continuous study and research and/or attends relevant conferences and/or workshops to maintain and enhance professional competence in accordance with district guidelines and budget allocations.

4. School and Community Relations

- a. Cooperates and shares professionally with other members of the staff.
- b. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents/guardians as appropriate.
- c. Promotes awareness about the production thus encouraging audience attendance.

5. Other Assigned Duties

Performs other appropriate tasks and assumes such other responsibilities in connection with the advisorship as assigned by the Principal and/or Superintendent.

**TERMS OF EMPLOYMENT:**

Stipend and work year to be established by the Board in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Schedule "B" Staff and in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

**SOURCE:**

Regular Public Board Meeting

**DATE:**

March 22, 1995