

**DERBY RECREATION COMMISSION
JOB DESCRIPTION**

Position Title: Theatre Camp Stage Manager **Department:** Programs

Reports To: Art Director **Salary Range:** \$9.40/hour

Last Updated: January 2011

Position Summary: Responsible for assisting the Theatre Camp Director in the organization, instruction and promotion of a theater program for the DRC.

Qualifications: Responsible person with a genuine interest in the promotion of a theater program. Must enjoy working and directing younger people. Must be at least 18 years of age and possess a valid drivers license. Ability to manage time effectively, take initiative, communicate and be organized. Must be able to pass a criminal background check. Policy available under employment at www.derbyrec.com.

Essential Job Functions (listing most important first):

1. Assist the Theatre Camp Director in the organization and supervision of a theater program which introduces students to prop and costume design, line memorization, casting, etc.
2. Keep accurate attendance reports monthly and turn in to the Art Director.
3. Be responsible for all props and equipment checked out for usage from other theater groups.
4. Work all dates pertaining to the program.
5. Perform all duties assigned by the Theatre Camp Director and/or Art Director relating to the program.
6. Assist with publicity (i.e. posters, T-shirts, program.)
7. Make recommendations for the improvement of the program to the Theatre Camp Director and/or Art Director.
8. Insure that all facilities and equipment are properly maintained and in order after every class.
9. Coordinate snacks, practice schedule and field trip presentations with parents.
10. Incident report completed at the time of any injury accident.

EDUCATION: High School diploma preferred.

EXPERIENCE: Previous theatre experience desirable.

PHYSICAL REQUIREMENTS: Need to have the ability to see and hear, sit stand, stoop, bend and move about. Must possess an audible voice for communication and ability to lift up light equipment.

Exempt/**Non Exempt** Full-Time/**Part-Time** Permanent/Temporary/**Seasonal**

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.