



## **Allendale Public Schools Position Posting**

<b>Position:</b>	<b>High School Theater / Fall Play Assistant to the Director</b>
<b>Dates of Posting:</b>	<b>Internally from 3/10 - 3/15, and externally from 3/16 - 3/22 or until filled</b>
<b>Reports to:</b>	<b>High School Principal</b>
<b>Compensation:</b>	<b>Schedule B Position: Pay is based on the contracted AEA Schedule B percentage of the BA step one salary</b>
<b>Employment Date:</b>	<b>Fall 2026 Schedule B season</b>

*This position is part of the Allendale Education Association (AEA). Please see the agreement on the website for more information at [www.allendale.k12.mi.us](http://www.allendale.k12.mi.us) under the Budget & Salary /Compensation Transparency Reporting icon.*

**Position Summary:** Assist the Director with all aspects of a fall high school theater play.

### **Essential Job Duties:**

- Assist the Director with the following:
  - Plan, organize, and direct all aspects of the high school play production from initial planning through final performance and post-production activities.
  - Advertise the casting call, conduct auditions and select a cast ensuring a positive and inclusive experience for all participants.
  - Schedule and lead regular rehearsals and set productions that foster a collaborative and supportive environment for all cast and crew members.
  - Collaborate with school staff and volunteers on set design and props, costumes and make-up, lighting, sound and videography.
  - Communicate effectively with students, parents, and school administration.
  - Assist with the creation and coordination of advertising, promotional materials, programs and other communications related to the production while ensuring compliance with student photo and name permissions.
  - Coordinate volunteers for ticket sales, ushering, concessions, and other performance support roles.
  - Lead the cast and crew to a successful final performance, promoting a love of theater arts among students and the school community.
  - Oversee post-productions responsibilities including student-led strike of set, return and store of costumes and props, and clean up of the auditorium.

### **Qualifications:**

- High school diploma or equivalent required.
- Theater Arts, education, or related fields preferred.

