



NILES TOWNSHIP HIGH SCHOOL DISTRICT 219

7700 Gross Point Rd
Skokie, IL 60077
847-626-3000
www.niles219.org

Drama Season Productions Assistant Director

** job description is applicable to duties for plays 1, 2, 3 and/or 4 in the theatre season. **

Position Title: Drama Season Productions Assistant Director

Reports To: Director of Fine and Applied Arts

Position Summary: The Drama Season Productions Assistant Director position is responsible to design/create/support/supervise any artistic area for a specific show within the school's theatre season. The needs of the production will determine the areas of assistance needed for a given production. Responsibilities may include those of any one or a combination of the following positions: Designer, Technical Director, Music Director, Assistant Director, Choreographer, Front of House/Promotions, Accompanist, Production Manager, Playwright, Fight Director, Hair/Wig Designer, Show Manager, or others as needed.

Essential Functions:

- Fulfills key artistic and/or technical function of assigned production role (see above)
- Provides leadership in drama season productions
- Works within budget limitations and meets deadlines.
- Manages production personnel when appropriate.
- Supervise/manages students in rehearsal and/or crew sessions.
- Supervises and maintains rehearsal/performance spaces.
- Assists with additional production-related tasks as needed.
- Foster a positive and inclusive team culture that encourages collaboration and respect.
- Serve as a mentor and positive role model for students, promoting recruitment and retention within the program.
- Encourage academic excellence and reinforce the importance of balancing academics with extracurricular activities.
- Ensure adherence to school policies, rules, and regulations during all activities.
- Prioritize the safety and well-being of students during practices, competitions, and travel.



NILES TOWNSHIP HIGH SCHOOL DISTRICT 219

7700 Gross Point Rd
Skokie, IL 60077
847-626-3000
www.niles219.org

- Maintain open and effective communication with students, staff, school administration, and parents/guardians.
- Keep accurate attendance records for all practices, competitions, and all other meetings in student information system
- Assist Director and/or Theatre Director in managing activity funds.

Goals of the Club:

The goal of the Drama Season Productions is to create high quality theatre that provides students will skills applicable to a future in collegiate or professional theatre, while fostering an environment that is inclusive, student-centered, and responsive to the talents and needs of young artists.

Calendar: A portion of the Drama Season Production Calendar (approximately 6.5 to 9 weeks)

Required Events/Competitions:

- Tech Week (typically begins the Friday before performances begin)
- Performances (vary by production)
- Strike (typically the first and/or second school day after a production closes)
- Auditions/Crew Interviews (possible)
- Production Meetings

Hours Per Week: Approximately 20 hours a week, with more during tech/production week

- These hours include student interaction and asynchronous preparations.

Building: Niles West and Niles North

Performance Evaluation: Performance of this job will be evaluated in accordance with provisions of the District evaluation procedures.

Candidate must apply online at www.niles-hs.k12.il.us

Niles Township High Schools District 219 is an equal opportunity employer. It is the policy and practice of District 219 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 219 ensures



NILES TOWNSHIP HIGH SCHOOL DISTRICT 219

7700 Gross Point Rd
Skokie, IL 60077
847-626-3000
www.niles219.org

equal employment opportunities regardless of race, creed, sex, sexual orientation, color, national origin, religion, age or handicap.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.