

## **Position Title: One Act Play Advisor - Greenway/Nashwauk-Keewatin**

**Date of Availability: November 2026**

**Date Closing: Open until filled**

Start Date: November 2026

Stipend Amount/Range: Salary determined per the activities schedule in the master agreement of both schools.

### Position Summary

The One Act Play Advisor is responsible for directing and supervising the school's One Act Play program, providing students with the opportunity to develop skills in theatre, performance, teamwork, and self-expression. The advisor will plan, organize, and oversee all aspects of rehearsals, competitions, and performances while ensuring a positive and educational experience for participants.

### Qualifications

- Previous experience in theatre, drama, or performing arts (teaching or directing preferred).
- Knowledge of acting techniques, stage direction, and technical theatre components.
- Strong organizational, communication, and leadership skills.
- Ability to motivate and inspire students of varying skill levels in the performing arts.
- Ability to collaborate with other staff as necessary and/or to be resourceful in securing costumes, props, etc.
- Must meet school district and state requirements for extracurricular advisors/coaches.

### Primary Responsibilities

1. Select or assist in selecting the play to be performed in alignment with competition guidelines and school values.
2. Conduct auditions and assign roles fairly and transparently.
3. Organize and lead rehearsals, providing instruction in acting, stage presence, diction, and character development.
4. Oversee technical aspects of the production, including set, props, costumes, and lighting, collaborating with students and staff as appropriate.
5. Ensure compliance with all rules and regulations for MSHSL One Act Play competitions (subsection, section, and state levels).
6. Supervise students at all rehearsals, competitions, and performances, ensuring safety and appropriate conduct.
7. Coordinate transportation, schedules, and communication with the Activities Director for competitions and performances.
8. Foster a positive and inclusive environment that encourages student growth, creativity, teamwork, and responsibility.
9. Maintain accurate records of student participation and communicate with parents/guardians regarding schedules, expectations, and progress.
10. Manage the program budget responsibly in coordination with the Activities Director.
11. Serve as a role model for students by demonstrating professionalism, integrity, and enthusiasm for the performing arts.
12. Pursue professional development opportunities in the performing arts.
13. Provide opportunities for students to grow and develop in the performing/theatrical arts outside of the season as appropriate.
14. Ensure the safety of all participants by teaching and enforcing proper techniques and safety standards.
15. Participates in and adheres to all formal observation and evaluation requirements as set forth by the activities directors. Receives and reflects upon annual survey feedback from parents and players.
16. Makes recommendations for letter awards and is responsible for clarification of the award policy to participants and parents in writing at the start of the season. Submits names for letter winners to the AD office on an appropriate timeline prior to needing certificates or awards for banquets, etc.

### Time Commitment

Seasonal position aligned with the One Act Play competition calendar.

Includes after-school, evening, and weekend rehearsals, competitions, and performances.