



Talent Management & Development Department

NOTICE OF VACANCY

JOB ID: 13684

POSITION: Musical Assistant Director (Costumes/Make-up)**LOCATION:** Novi High School

SCHEDULE: 2025-2026 school year

SALARY: Per the NEA Agreement, Schedule B

POSTING DATE: Sep 5, 2025

DEADLINE: Until Filled

JOB DESCRIPTION

- Must have documented evidence of organizational skills, knowledge, experience, preparation and aptitudes in the area of costumes and make-up
- Must have demonstrated ability to work with and motivate young people and adults
- Must be available during the time requirements of the position

QUALIFICATIONS

- Previous successful costumes and make-up experience
- Ability to work as part of a team under the direction of the musical director

RESPONSIBILITIES & DUTIES

- Work in collaboration with all matters related to program including, but not limited to, technical personnel, technical equipment, performance and dressing room space, and meeting the calendar dates
- Be knowledgeable of and consistently enforce school rules and policies
- Effectively communicate with theatre students, fellow directors, parents, administrators and community members
- Ensure that the safety and welfare of the theatre students is a top priority in the organization and implementation of rehearsal and performance situations
- Be responsive to instructions and directions from school administrators
- Present a professional image and provide a positive role model in terms of personal habits, language and conduct

APPLICATION:

For full consideration of your candidacy, please complete the entire online application on the **Oakland Human Resources Consortium website at <https://www.applitrack.com/OAKLANDSCHOOLS/onlineapp/jobpostings/view.asp?district=46160>** by the deadline listed. In addition, upload your letter of interest, resume, transcripts, and any supporting documentation. Due to the potential volume of paper applications we will only consider applications completed online.

INTERNAL CANDIDATES:

You still need to complete an online internal application through the OHRC website at <https://www.applitrack.com/OAKLANDSCHOOLS/onlineapp/jobpostings/view.asp?district=46160>.

Equal Opportunity Employer

NONDISCRIMINATION In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Novi Community School District that no person shall on the basis of race, color, religion, national origin or ancestry, sex (including sexual orientation or transgender identity), age, disability, height, weight, genetic discrimination, marital status, military status, or any other legally protected category be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, Novi Community School District has appointed a Title VII, Title IX, Section 504/ADA, and Age Discrimination Act Coordinator. Any questions, suggestions or complaints should be directed to Laura Carino, Novi Community School District 25345 Taft Rd., Novi, Michigan 48374.

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