



a not for profit project of the Sierra Performing Arts Association  
3470 Swetzer Road, Loomis, CA 95650 916-652-6377 mtctheatre.org

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Description: Musical Theatre Director

Musical Theatre Director Job Purpose: The musical theatre director reports to the executive director and producer. Together they run production rehearsals and carry out the many tasks needed to direct a musical theatre production. The musical theatre director must be prepared to perform a variety of tasks, in both the artistic and technical realm.

Job Duties

- Attend all pre-production, production, and post-production meetings
- Prepare all rehearsal and performance schedules along with the executive director and producer.
- Go-to person for cast and crew questions regarding rehearsal and performance schedules.
- May assist with choreography during auditions and rehearsals. (dependent on skill set)
- Provide all production blocking, acting training and line interpretation choices for production.
- Take director notes regarding acting choices, adjustments and corrections, and communicates those notes to the actors.
- Responsible for attending and running all rehearsals.
- Take roll and call parents if cast members are missing, ill, or need assistance with help of assistant.
- Coordinate the poster blitz, t shirt orders, cast bios with help of assistant.
- Attend all tech week rehearsals and shows.
- Charged with keeping cast focused, quiet and on task with help of assistant.
- Coordinate activities of the directional staff, design staff and actors.
- Liaison between the actors and the production staff with help of assistant.
- Responsible for making sure the actors arrive at each rehearsal on time with help of assistant.
- Responsible for preparing each rehearsal room for that day's rehearsal with help of assistant.
- Serve as stage manager during the run of the show if no assistant is available.
- Help to coordinate parent volunteers with production staff.

At the completion of the show the musical theatre director along with the production team helps organize the cast and crew into teams to carry out the production strike efficiently. Each team is led by a crew member who knows exactly what must be done.

Production team responsibilities during performances include coordinating the activities of the music director/conductor, actors, stagehands, props personnel, dressers and house manager.

Skills and Qualifications:

- Musical or theatrical production skills gained by training and/or work experience.

Qualifications:

- High school diploma or equivalent. Some college preferred.
- A record free of criminal violations that would prohibit educational employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.



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- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with coworkers and function as part of a cohesive team.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Successful completion of an accredited first aid course may be required.

**Abilities:**

The following personal characteristics and skills are important for the successful performance required of assigned duties.

- Ability to stand, sit, move for long periods of time.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Differentiates subtle variances in intonation, pitch, rhythm, and sound.
- Working knowledge of musical theatre, dance and music techniques.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.