



Job Description

Position Title: Middle School Show Choir Director

Purpose of Position

To mentor students as they develop spiritual gifts and talents that honor the Lord in musical theater through show choir rehearsals and competitions.

Position:

- Part-time
- School year
- Stipend

Reports To: MS Principal

Evaluated By: MS Principal

Direct Reports: None

Qualifications:

- High School diploma or equivalent, preferred.
- Music or related background, preferred.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in a Biblical Worldview.

Professional Profile:

- Committed to the mission of DMCS.
- Represents DMCS in a favorable, professional manner to its constituency and the public.
- Submits and is loyal to constituted authority with a teachable spirit.
- Able to work independently.
- Able to prioritize and monitor tasks.
- Ability to work with diverse groups, including teachers, students, administrators, and parents.
- Demonstrates the capacity to initiate and support change that improves the excellence of the organization.
- Maintains confidentiality.
- Characterized by integrity.

Responsibilities:

- Schedules rehearsal and performance dates and coordinates them with MS Principal and Athletic Director.
- Selects Christian themed music for each show choir.
- May assist HS Director with arranging or paying for arrangements of selected music through the DMCS purchase order process.
- Records rehearsal tracks for the students and rehearsals.
- Records and uploads choreography videos for student use.
- Selects choreographers to work with both show choirs.
- Maintains effective communication with members, parents, and administration.
- Selects and works with the show choir band.
- Coordinates with transportation director for all transportation needs.
- Collaborates with the Fine Arts Booster Club on any purchases they may be willing to pay.
- Attends and leads all rehearsals and performances.
- Takes attendance at each practice and performance and notifies the MS Principal of on-going absences.
- Upholds school policies regarding student eligibility or code of conduct violations.
- Coordinates 2-3 chaperones per group at each competition.
- Selects a costume parent helper(s) to handle costume fittings.
- Collaborates with costumer parent helper(s) to arrange that all students are fitted for costumes.
- Oversees all costume and equipment use and maintains accurate records of school costumes and equipment.
- Selects and collaborates with roadies to coordinate all loading, set up, and unloading of all show choir competition costumes and equipment.
- Coordinates show choir chapel performances with HS Director, Elementary and JH/HS Principals.
- Promotes unity across show choir program by communicating and coordinating schedules with HS Director as needed.
- Performs such other duties as assigned.

Revision Date: 06/2018