



## Job Description

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### Position Title: 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:** JH/HS Principal

**Evaluated By:** JH/HS Principal

**Direct Reports:** None

#### Qualifications:

- High School diploma or equivalent, preferred.
- Born-again Christian.
- 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.

**Responsibilities:**

- Holds audition workshops and auditions for each show choir in the spring of the previous school year.
- Schedules rehearsal and performance dates and coordinates them with JH/HS Principal and Athletic Director.
- Registers for competitions.
- Selects Christian themed music for each show choir.
- Arranges or pays 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 JH/HS 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.
- Collaborates with the Marketing Manager to promote show choir events and activities on the school social media sites.
- 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 Elementary and JH/HS Principals.
- Performs such other duties as assigned.

Date: \_\_\_\_\_

Signatures: \_\_\_\_\_

Show Choir Director

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JH/HS Principal

Revision Date: 05/2016