

## JOB DESCRIPTION

**DEPARTMENT:** FINE AND PERFORMING ARTS

**JOB TITLE:** HS SHOW CHOIR DIRECTOR

**REQUIREMENTS:**

**A. Education Level:** Bachelor's or Master's degree

**B. Experience Desired:** Previous experience supervising show choir or expertise in choreography, dance, and music.

**C. Physical Requirements:** This position requires constant hand-eye and mind-eye coordination, hearing; intermittent repetitive motions with the wrists, hands and fingers, sitting, walking, talking, and keyboarding. The position requires lifting, bending, stooping, pulling, speaking, turning, grasping and carrying.

**D. Other Requirements:** Proficiency with vocal music and piano. Must exhibit successful leadership, organization, public relations, communication and business skills. Demonstrated ability to follow Board policy.

**REPORTS TO:** Principal, Assistant Principal,  
Coordinator of Fine Arts

**RECEIVES GUIDANCE FROM:** Principal, Coordinator of Fine Arts,  
Head Vocal Director

**DATE:** August 2009

**ESSENTIAL FUNCTIONS AND DUTIES:**

1. Manages all aspects of the annual show choir program including music selection, choreography, music arrangements, rehearsal schedule,

student and parent communications, budget, costumes, competition entry forms, and travel arrangements.

2. Prepares students for participation in 3-4 show choir competitions.
3. Prepares students for participation in the Best of Show festival.
4. Coordinates rehearsal/performance rooms with the music directors and the building Activities Principal.
5. Maintains the show choir budget.
6. Communicates regularly with the Head Vocal Director regarding all aspects of the show choir program.
7. Works with the other members of the department to coordinate all activities of the choral department.
8. Schedule and run 90-minute rehearsals once per week beginning in September.
9. Follow District policies and guidelines
10. Performs other duties as assigned.

**WORKING CONDITIONS:**

<b>A.</b>	<b><u>Inside</u></b> Choir Room Auditorium Gymnasium	<b><u>Outside</u></b> Travel	<b><u>Both</u></b> Community Performances
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**B. Climatic Environment:**

Possibly exposed to extremes of temperature. Occasionally subjected to extreme noise, odors, mists, dust and poor ventilation.

**C. Hazards**

Possible exposure to communicable diseases. Travel between locations will cause exposure to hazardous driving and walking conditions.

**D. Work Year:**

September - April. Duties of the position may be performed any time during that time period depending upon the position/season.

**I have read and understand this job description and can fulfill the essential functions as listed.**

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Signature

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Date

