

THEATER ARTS DIRECTOR

Family Life is looking to fill the position of Theater Arts Director. Applicant must have many years of experience in working with both young people and adults. This individual must have skills/abilities in directing musical theater, youth theater training, acting, and all elements of theatrical production (set design, lighting, makeup, sound, choreography, costuming, etc.). Applicant will oversee a staff of a number of individuals.

A heart to serve God with one's talents is a priority for this position. The Theater Arts Director will be part of the main management team at Family Life with responsibilities of presenting budgets, casting vision, and organizing the calendar of events for this department.

Family Life is a multi-faceted ministry with three main departments: Radio, Biblical Counseling, Performing Arts, and Events. Each work together for the express purpose of communicating the Gospel of Jesus Christ. The Lord has blessed the ministry with a reputation for high quality stage performance, both with adults and youth. Training young people in the creative arts is an important element of the Performing Arts department.

JOB DESCRIPTION

I. STAGE PRODUCTIONS

A. Direct Christmas Dinner Theater

1. Evaluate/choose production to perform
2. Order all necessary material
3. Organize tryouts for actors
4. Collaborate with Music Director in utilizing orchestra for production
5. Oversee stage design and construction
6. Set rehearsal schedule

B. Direct Spring Production (possibly dinner theater)

1. Evaluate/choose production to perform
2. Order all necessary material
3. Organize tryouts for actors

4. Collaborate with Music Director in utilizing orchestra for production
 5. Oversee stage design and construction
 6. Set rehearsal schedule
- C. Direct/Oversee Spring Youth Theater Production
1. Evaluate/choose production to perform
 2. Set up promotion to solicit youth for auditions
 3. Organize and oversee tryouts (100-140 youth)
 4. Order all necessary material
 5. Oversee stage design and construction
 6. Set rehearsal schedule
- D. Recruit Volunteer/Part-time Support Staff
1. Stage hands
 2. Make up
 3. Costuming
- E. Direct Staff (full-time/part-time)
1. Sound
 2. Lighting
 3. Choreography
 4. Stage construction

II. YOUTH THEATER WORKSHOPS (YTW)

- A. Determine sites for week-long workshops
 1. Develop relationships with churches throughout listening area
 2. Secure contact person for each site for food/housing for Family Life team
- B. Choose summer interns to be involved in YTW
- C. Oversee the choice of musical to be utilized
- D. Organize responsibility list for Family Life team
- E. Be the spokesperson for Family Life at each event

III. DRAMA GROUPS

- A. Develop/Oversee youth drama group
 1. Create young adult drama group to perform at various churches
 2. Oversee training of young adults with acting classes
- B. Develop small adult drama group of staff members and volunteers to perform at community events

IV. STAFF RESPONSIBILITIES

- A. Direct and oversee full-time Theater Arts staff

1. Determine job responsibilities
 2. Set weekly schedules
 3. Brainstorm on future major events
 4. Conduct follow-up evaluations of events
 5. Provide annual reviews for Theater Arts staff
- B. Coordinate and oversee part-time/volunteer staff
 - C. Evaluate and recommend additional staff members
 - D. Communicate and coordinate with other Family Life departments

V. MISCELLANEOUS

- A. Participate as a member of the Family Life management team
- B. Help to coordinate decorations for various events
- C. Have an active role in Family Life sharathons helping to coordinate on-site events

Be directly responsible to Family Life CEO & COO

Family Life Ministries, Inc. is an equal opportunity employer.