



Assistant Director - Arts Alive!

Our Organization:

Arts Alive! is a 501(c)3 charitable organization providing an opportunity for children and teens to experience the performing arts through their schools and local community. In working directly with parent-teacher organizations and community partners, Arts Alive creates a theatre arts experience through school productions, community theatre activities and workshops.

Our Programs:

The *Arts Alive!* school theatre program is aimed at bringing the Performing Arts experience to children at a young age. This experience can be life changing for these children, as it is not only identity-building, but also helps to develop their creativity, problem solving abilities, confidence, public speaking, and teaches the value and satisfaction of hard work! Children gain practical experience in voice, singing, acting, dance, stage movement and teamwork.

The programs run between 12- 15 weeks and lead up to 2-4 performances in front of a live audience. This consists of 2 rehearsals a week (usually 1 for the full ensemble cast, and 1 more intensive rehearsal for principle characters) plus tech week.

Primary Responsibilities of an Arts Alive Assistant Director:

The Assistant Director will provide immediate support to the Director for all aspects of the production.

Necessary Skills: Experience directing/teaching young children, proven leadership, communication, and organizational skills, ability to maintain composure in high-pressure situations, ability to be adaptable & creative, strong multi-tasking skills, creative vision, sense of humor, hands on/problem-solving skills, resourceful, diplomatic.

Preferred Skills: Experience directing musicals, choreography experience, stage management experience

Duties/Job Description:

Preparation/Rehearsals:

- Assist Director with script planning and preparations
- Attend planning meeting with Costume Department to establish overall vision for the show
- Assist Director with auditions and casting
- Work with Director to input casting into rehearsal schedules
 - Following initial development of rehearsal schedule, the Assistant Director is primary owner of rehearsal schedule and is responsible ongoing and timely updates
- Attend all designated rehearsals
- Manage student attendance at rehearsals
 - For 1st-3rd grade programs:
 - Collaborate with PTO Liaisons to create lists of students for each classroom teacher in Grades 1-3 of who should be in attendance at

rehearsal so that teachers can add play participants to their classroom dismissal plan.

- Assistant Director, along with PTO Liaisons, is responsible for going to each classroom to pick up the students for rehearsal and escort them to the multi-purpose (rehearsal) room
- Manage sign out process to ensure all students are safely dismissed to parents or other individuals authorized to pick up child
- Ensure students are compliant with the Arts Alive Discipline Policy
- Complete and submit electronic rehearsal report to Executive Director following each rehearsal to ensure behavioral expectations are met and rehearsals remain on track
- Assist Director during rehearsals and/or take groups to rehearse separately
- Lead rehearsal if Director is absent
- Assist Director with set and prop design and construction
- Assist Director with marking all blocking/entrances/exits and tech cues in script
- Assist with training of parent volunteers
- Assist with the get-in and set up

Performances:

- Works with Director to provide immediate oversight for the entire show / organize volunteer duties & placements
- Create all backstage signage including cues and technical scripts for volunteers
- Assist with breakdown/move out after the show

Contact:

Resumes may be submitted to: admin@artsalivebarrington.org