

MAILBOX POSTING

**DEPARTMENT OF EDUCATION OF THE CITY OF NEW YORK
Division of Human Resources
65 Court Street
Brooklyn, NY 11201**

PER SESSION VACANCY NOTICE # _____, 2010-11 PLEASE POST May 3, 2010

(SUBJECT TO FUNDING AVAILABILITY)

LOCATION: Flushing High School

POSITION: School Play Director

REPORTS TO: Assistant Principal, English

SELECTION CRITERIA:

1. Licensed and tenured teacher with satisfactory performance from September 1, 2006 to present
2. Satisfactory record of attendance and punctuality
3. Ability to manage time and organize people and space;
4. Ability to coordinate effectively across a wide range of disciplines, with artistic vision.

DUTIES AND RESPONSIBILITIES:

1. Select a play.
2. Responsible for the overall practical and creative interpretation of a dramatic script or musical score, taking into account the budgetary and physical constraints of production.
3. Work closely with the creative and production teams, the performers and the producer to create a performance which connects with the audience.
4. Adapting a script where necessary.
5. breaking down a script, analyzing and exploring the content and conducting relevant research;
6. Auditioning for productions, selecting and/or hiring personnel.
7. Organize and post a rehearsal schedule.
8. Attend production meetings and conduct rehearsals.
9. Meet with production team to explain and coordinate all production activities. Communicating with all parties involved, including actors, the creative team, the production team and producers.
10. Attend preview performances and prepare detailed notes for the cast and creative and production teams. Observe dress rehearsal and continue to make notes on items for the actors.
11. Other related duties and responsibilities that the school administration may require.

SALARY: As per collective bargaining agreement

WORK SCHEDULE:

Maximum of 110 Hours (as per UFT Contract Teacher in charge of major school play)

APPLICATION:

- ❖ Send letter of application, along with an OP175 and OP175W if needed, which are available in all schools to: Ms. Gutwein, Principal, Flushing High School.

**DUE DATE: End of business Friday, June 4, 2010
Please include above circular number on your resume and application.**

Service exceeding the number of hours as specified in the most current personnel memorandum concerning per session hours and/or service in one or more per session activities in a per session school year, requires prior approval of the Executive Director Of Human Resources. The appropriate Chief Administrator, Executive Director, Assistant Superintendent of High Schools, Community Superintendent or Special Education Superintendent must make the request in writing Form OP175W) and receive Written approval before the person can begin working in the activity. Requests should be sent to the Division of Human Resources -Per Session Monitoring Unit at 65 Court Street, Brooklyn, N.Y. 11201, Room 405-G. For details, please refer to Chancellor's Regulation C-175 dated August 29, 1990.

AN EQUAL OPPORTUNITY EMPLOYER M/F/H

APPROVED: _____

Principal

Date