

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 Producer

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 budget and organize people and space

DUTIES AND RESPONSIBILITIES:

1. Work closely with the creative and production teams, the performers and the director to create a performance which connects with the audience.
2. Prepare and monitor the production budget.
3. Secure performing rights from the play leasing agent or company.
4. Pay the royalty fee (if any).
5. Schedule and secure the performance space for rehearsal and performance dates.
6. Purchase the scripts.
7. Establish financial controls.
8. Coordinate all income and expense transactions.
9. Monitor the budget. Pay all bills. Prepare a financial statement.
10. Deposit all receipts.
11. Produce and coordinate promotional activities.
12. Other duties and responsibilities that the play director may require.

SALARY: As per collective bargaining agreement

WORK SCHEDULE:

Maximum of 64 Hours (as per UFT Contract Assistant to 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