

GARRARD COUNTY SCHOOLS
Job Description

CLASS TITLE: DRAMA SPONSOR

REPORTS TO: School Principal / Designee

EXEMPT STATUS: Exempt

APPROVED:

BASIC FUNCTION:

The drama sponsor is responsible for the administration of the drama program

DUTIES AND RESPONSIBILITIES:

- Work with the principal and be responsible for the administration of the drama program.
- Be responsible for the inventory of the drama equipment, e.g. stage lights, overhead lights, curtains, props, etc., needed for plays.
- Be responsible for coordinating with the principal, the materials needed for the success of programmed plays.
- Be responsible for holding tryouts for drama and to see that every student who is interested has a chance to tryout.
- Work with the school principal for use of the auditorium for practice and dress rehearsals, and scheduling performances.
- Be responsible for the advertisement and publicity of all plays.
- Be responsible for all fund raising projects for the drama club, adhering to district fund raising guidelines.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Health and safety regulations.
- Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

- Understand and follow oral and written directions.
- Read, interpret, apply, and explain policies and procedures.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a high school diploma or G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.