



**CLASSIFIED**  
**Job Class Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 04-2021/22  
DOCUMENT NO. 02-2021/22  
DATED: 08/12/2021

**ACTING, CHOREOGRAPHY AND VOCAL/MUSICAL COACH**

**DEPARTMENT/SITE:** Visual and Performing Arts

**SALARY SCHEDULE:** Supplemental-Help

**SALARY RANGE:** \$24.00 Per Hour

**WORK YEAR:** Non-Contracted

**REPORTS TO:** Performing Arts Teacher

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Performing Arts Teacher, the Acting, Choreography and Vocal/Musical Coach supports performing arts productions and curriculum within the performance facility. The position assists the performing arts teacher with the acting, dance, and musical aspects of the staging of school, children's touring, CTE/CTSO events and community performances; provides acting, dancing, instrumental/vocal guidance and oversight to student acting and dance teams; provides on-site and on-the-side acting, choreography, and musical coaching to student productions; and facilitates productions with the performing arts director. The incumbents in this classification provide the school community with support in providing a quality performing arts program which directly supports student learning and achievement.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Coordinates, oversees, integrates and may participate in the operation of other production equipment during productions.
- Oversees and provides on-site dance, singing, acting, musical expertise at events, providing professional guidance and assistance to the performing arts students and personnel with regard to staging concepts, processes, and techniques.
- Participates in the development of operating goals and objectives for the assigned venue; recommends, implements, and administers methods and procedures to enhance operations.
- Prepares an operational budget and monitors responsibly
- Provides creative oversight, guidance, and training to student crew members in basic performance venue practices, techniques, and work standards.
- Recommends equipment maintenance and purchases; maintains records of and takes inventory of theater equipment.
- Works with teachers and producers to coordinate and sequence activities and arrange details for rehearsals and performances.
- Works with Teacher / Director, Production Manager, and other Creative Teams to meet production timelines and budgets
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

**Knowledge of:**

- Performing arts, acting, musical, and dance production with concentration in creative aspects
- Computerized and conventional professional staging, materials, equipment, and facilities
- Methods and problems of acting and dance

**Skills and Abilities to:**

- Ensure the production of multiple programs throughout the school year
- Apply independent judgment and discretion in coordination with limited facilities
- Work with staff in stressful or high pressure situations created by strict deadlines
- Teach and instruct others
- Ensure that safety is a priority focus in construction of sets and production of programs
- Build harmony among team members and convey aesthetic concepts

**RESPONSIBILITY:**

Responsibilities include: working under direct supervision using industry standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

**EDUCATION/EXPERIENCE REQUIRED:**

A high school diploma with a minimum of three (3) years of educational performing arts education OR one (1) year of college level performing arts acting, music, and/or dance education credit. Preferable one (1) year of industry experience in theatrical production and experience in acting and dance. Additional experience may substitute for some higher education. One (1) year of supervisory experience preferable.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver's License

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam through District's provider at District's expense

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

Work is performed indoors in a theater/shop environment and occasionally outdoors where safety considerations exist from physical labor and working with or in the vicinity of electrical connections and power tools. Requires work in evenings and on the weekend.

- Stand for extended periods of time and walk up to 100 yards
- Lift, carry, move weights of up to 75 pounds and push, pull, and guide materials over 75 pounds
- Climb (e.g. ladders), stoop, kneel, and crouch on a regular basis
- Hand-eye coordination, hand and finger dexterity including ability to grasp and operate woodworking equipment, calibration instruments and dials
- Auditory ability to hear and discern operating levels from sound systems and equipment
- Near and far visual acuity to read printed materials, notice moving objects, observe work-in-progress, and view lighting displays
- Speaking ability to carry on ordinary conversations