



## **Dolores School District – INTERNAL JOB POSTING**

**Position Title:**

Drama Director

**School/Department:**

High School

**Work Location:**

Dolores High School

**Position Type:**

Stipend

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### **Compensation**

- **Pay Range:** \$1,500 – \$2,000
  - **Additional Compensation:**  
None
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### **Benefits**

- This position is not eligible for benefits.
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### **Position Summary**

The Drama Director/Sponsor is responsible for planning, organizing, and directing theatrical productions while fostering student creativity, collaboration, and performance skills. This role includes both artistic leadership and administrative oversight of the drama program.

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# Essential Duties and Responsibilities

## Key Responsibilities

### 1. Production Planning & Direction

- Select appropriate scripts or plays for performance
- Audition and cast students/participants
- Direct rehearsals, blocking, and character development
- Oversee all aspects of production (acting, staging, pacing, interpretation)

### 2. Program Leadership

- Serve as sponsor for the drama club or theater group
- Organize regular meetings and activities
- Promote student engagement and inclusive participation
- Build a positive, collaborative environment

### 3. Technical & Creative Oversight

- Coordinate set design, costumes, props, lighting, and sound
- Collaborate with technical staff, volunteers, or students
- Ensure safe use of equipment and stage spaces

### 4. Event Coordination

- Schedule rehearsals and performances
- Organize and supervise performances, showcases, or competitions
- Manage logistics such as venue setup and ticketing (if applicable)

### 5. Budget & Fundraising

- Develop and manage program budget
- Coordinate fundraising efforts or sponsorships
- Track expenses and ensure financial accountability

### 6. Student Development

- Teach acting techniques, stage presence, and theater etiquette
- Mentor students in leadership and teamwork
- Encourage creativity, confidence, and responsibility

### 7. Communication

- Communicate with school administration, parents, and participants
- Promote productions through announcements, posters, or social media

- Coordinate with other departments or organizations as needed
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## **Minimum Qualifications**

- Background in theater, drama, or performing arts preferred
  - Experience directing or participating in stage productions
  - Strong leadership, organization, and communication skills
  - Ability to work with students of varying skill levels
  - Knowledge of stagecraft and theater production basics
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## **Preferred Qualifications (optional)**

- Choreography or musical direction (for musicals)
  - Technical theater knowledge (lighting, sound, set construction)
  - Experience with budgeting or fundraising
  - Conflict resolution and team management
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## **Application Process**

Internal candidates must apply via email to:  
hr@dolores.k12.co.us

Required materials:  
Letter of interest - Hard Copy or emailed

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## **Application Deadline**

**Open Until Filled**

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## **Internal Posting Notice**

This position is posted in accordance with the Colorado Equal Pay for Equal Work Act. All qualified internal candidates are encouraged to apply.

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**Posted Date:** 4/20/2026

**Contact:** Calyn Allen, hr@dolores.k12.co.us

