

## **DIRECTOR**

### Job description

No Jive Productions Inc, **DIRECTOR and ASSISTANT DIRECTOR** responsibilities for its upcoming 2006-2007 tour of “His Double Life”. These individuals will develop a dramatic interpretation of the play “His Double Life” must have great communication skills. Must be familiar with the operations of a theatrical play. The Assistant Director will typically act as another set of eyes and ears and as a sounding board for the Director at auditions, rehearsals, and performances. When asked, the AD will offer constructive suggestions to the director regarding all elements of the production from design to performances. You will handle all aspects of the tour, creative, financial, technological and administrative, throughout all phases from inception to completion, including coordination, supervision and control of all technical aspects of the production. This person must be able to multitask and work well under pressure.

#### **Skills Requirements**

- Must have a two to four year college degree in theater, broadcasting, marketing, video production or journalism
- Excellent communication skills
- Must know about lighting, sound, props, makeup and costumes
- Computer skills example: Microsoft Word, Microsoft Publisher,
- Must be a BIG TEAM PLAYER
- Make sure the program is in order and running on time
- Must be able to keep the team spirit alive
- Be a leader and the final arbitrator. Provide the last word

If idle time should occur, the employee is expected to take the initiative in assisting other departments with certain duties as assigned by the executive producer or producer.

<b>Position Type:</b>	Full Time
<b>Estimated Salary:</b>	Open
<b>Travel:</b>	Yes
<b>Under Contract:</b>	Yes
<b>Mail Resume to:</b>	No Jive Productions Inc Attn: Human Resources Job Code: HDL-DIR PO Box 170767 Miami, FL 33017
<b>Or email:</b>	<a href="mailto:jobs@nojiveproductions.com">jobs@nojiveproductions.com</a>
<b>Immediate Supervisor:</b>	Executive Producer, Producer

Note: The job description above may be changed at anytime with or without notice