

## **Job Position:** Music Director for *Dear Edwina, Jr* at Children's Theatre Workshop

**Reports to:** Director

**Job Purpose:** To prepare and teach music for the musical *Dear Edwina, Jr*, for the performers at CTW, ages 10-16.

### **Duties and Responsibilities:**

- Attend at least one pre-production meeting with the Executive Artistic Director (EAD), Director, Choreographer, and Technical Director.
- Prepare teach vocal music for *Dear Edwina, Jr* to campers, stopping to establish foundations as needed.
- Assist Director in casting choices.
- Assist Director in overseeing cast, including: maintaining a strong learning environment, helping work toward a quality theatrical product, and addressing disciplinary issues as needed in accordance with CTW's policies.
- CTW may request a First Aid/CPR training day for summer staff.

### **Qualifications:**

- Previous experience in vocal music. Some ability to play piano for purposes of teaching songs is required. Performances will use an accompaniment track.
- Previous experience in working with young people in educational setting.
- Ability to maintain composure and professionalism in high-energy environment.
- Flexibility and problem-solving skills.
- First Aid certification is preferred.

### **Working Conditions:**

- Hours are not flexible; *Dear Edwina, Jr* rehearsals are scheduled in advance and attendance is required at each rehearsal, barring illness or personal emergency. Music Directors are required to notify the Director of absences no later than 12 hours before a rehearsal begins, so the Director may alter rehearsal plans as needed.
- Rehearsals are generally 6:00-8:30 pm, Mondays/Tuesdays/Thursdays, starting June 7, 2021 and ending August 6, 2021. Music Director will have input in determining the final schedule.
- All rehearsals will take place at the Ohio Theatre or the Collingwood Arts Center in Toledo. Performances will be at the Ohio Theatre. Performances are August 7 and 8, 2021. Music Director is expected to attend.
- CTW will provide a copier, scripts, and production materials. The Music Director is required to provide the EAD with any materials needs no later than 12 hours before the rehearsal starts.
- Covid precautions may be in place; staff are expected to adhere to the policies in place at the time the camp occurs.
- CTW shall not discriminate on the basis of race, color, gender, national origin, pregnancy status, religion, economic status or military status with respect to its employment practices, rights privileges, programs, activities, and/or in the administration of its educational programs and activities.

### **Other Staff:**

- EAD Aimee Reid will be producing the production, providing administrative support to the Music Director.
- The Choreographer will work in collaboration with Director, Choreographer, and the Technical Director.

### **Compensation:**

- Choreographer will be paid \$850 for music directing *Dear Edwina, Jr*, and will be paid in the next bi-weekly pay cycle, after the production closes. The Music Director may request to have the check mailed. This compensation includes any planning time and other preparations.

**To Apply:** Send resume and cover letter to Executive Artistic Director Aimee Reid. Email to areid@ctwtoledo.org.