

COMMUNITY PARK DISTRICT OF LA GRANGE PARK – JOB DESCRIPTION

Job Title: Theater - Music Director

Classification: Time Part Class II

Department: Recreation-Theater

Salary: \$18.00 - \$20 per hour DOE

SUMMARY

The Musical Director is responsible for the musical preparation and performance quality of all vocal and music elements of a production. Working closely with the director, choreographer, and production team, the Musical Director teaches music to the cast, leads rehearsals, and ensures a cohesive and polished musical presentation that supports the artistic vision of the show. The musical director will coordinate and help create music classes to help grow the performing arts program. Not limited to teaching and creating new programs.

QUALIFICATIONS

The ideal candidate will have demonstrated experience in performing arts. CPR/AED certification is required. District provides training. Strong knowledge of vocal music and musical theater repertoire. Ability to read music and conduct rehearsals effectively. Excellent communication, organizational, and leadership skills. Ability to work collaboratively with directors, choreographers, designers, and production staff.

SUPERVISOR

This position reports to the Recreation Manager

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Work with the director and production team to develop and support the artistic vision of the production.
- Attend production meetings and auditions. Evaluate vocal abilities during auditions and assist with casting recommendations.
- Teach and rehearse all vocal music with principals, ensemble members, and featured performers.
- Prepare rehearsal tracks and provide music materials as needed. Coordinate music pre-recorded or live.
- Conduct or supervise music rehearsals and be present to help supervise if music is not being rehearsed.
- Maintain high standards of vocal performance, diction, rhythm, and musical interpretation.
- Ensure all music is performed in accordance with licensing requirements and copyright regulations.
- Foster a positive, collaborative, and inclusive rehearsal environment. Attend technical rehearsals, dress rehearsals, and all performances.
- Collaborate with the Recreation Manager to design and implement creative, high-quality music classes and programs that provide enjoyable and educational experiences for participants of all ages.

- Continuously explore and recommend new ideas, trends, and opportunities to expand and enhance music programming for the community.

SECONDARY FUNCTIONS

- Help the director/choreographer oversee the performers during rehearsals, tech, and performances
- Participate in special events as needed
- Help with/participate in fundraising events

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee frequently is required to stand and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls, and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The employee is frequently required to walk, sit, climb or balance; stoop, kneel, crouch or crawl, and smell.

REQUIRED KNOWLEDGE /COMPETENCIES

- Adaptability and Flexibility: Adjusting to changing circumstances and demands.
- Commitment to Equity, Diversity, and Inclusion: Creating a welcoming and inclusive environment for all.
- Knowledge of Theatrical Techniques: Familiarity with various aspects of theatre, including acting, design, and technical production.
- Performs related duties as assigned
- audio equipment
- Program and operate the sound console or a willingness to learn.
- Knowledge of sound equipment including microphones, sound systems appropriate for the performance venue. Set up, test, and maintain microphones, speakers, mixers, and playback equipment. Create and organize sound effects, music cues, and playback tracks as needed.
- Knowledge of Music Techniques: Familiarity with various aspects of music
- Knowledge of sound equipment including microphones, sound systems appropriate for the performance venue. Set up, test, and maintain microphones, speakers, mixers, and playback equipment. Create and organize sound effects, music cues, and playback tracks as needed.

HOURS

This position averages 900 hours per year, with the majority of the hours occurring on nights and weekends. Schedule and hours fluctuate based on programming, events, and performances.

This job description is intended to describe the general content of and requirement for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements, and additional duties may be assigned at any time.

Updated July 2026

Signature

Date