

COMMUNITY PARK DISTRICT OF LA GRANGE PARK – JOB DESCRIPTION

Job Title: Theatre Director

Classification: Time Part Class II

Department: Recreation – Theater

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

SUMMARY

This position is responsible for the evaluation, development, and execution of theater programming, events and performances for individuals of all ages and abilities. This includes, but is not limited to bringing a play to life, working within the budgetary and physical constraints of production; and working closely with the creative and production teams, actors, performers, and volunteers. Focusing on inspiring adult's and children's passion for theater and performance, and guiding the cast through rehearsals and performances. This role requires strong communication, creativity, organization, and leadership skills, with experience working with individuals of all ages. being particularly valuable. Bringing a play(s) to life, focusing on inspiring adult/children's passion for theater and performance, and guiding the cast through rehearsals and performance. This role requires strong communication, organization, and leadership skills, with experience working with children being particularly valuable. Theatre Directors must be able to coordinate effectively across a wide range of disciplines, while keeping a clear artistic vision.

QUALIFICATIONS

The ideal candidate will have demonstrated experience in performing arts and theater direction. CPR/AED certification is required. District provides training. Ability to work collaboratively with directors, choreographers, designers, and production staff. Strong organizational, communication, and leadership skills. Program and operate the sound console or a willingness to learn.

SUPERVISOR

This position reports to the Recreation Manager

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Interprets scripts, casting, directing rehearsals, and overseeing the performance.
- Works within the budget
- Attends auditions and casts the production
- Plans and attends all rehearsals, scheduled shows, and allocates time for additional performances, programs, or fundraiser as appropriate
- Supports additional performance needs as necessary, such as front-of-house and backstage duties
- Guides actors in their work during the production, Motivating and guiding the cast, especially young actors, to develop skills and confidence.
- Coordinates with technical staff (set, costumes, sound, lighting), and communicates with parents and volunteers.

- Assists in developing and implementing educational programs and outreach initiatives, potentially including classes, camps, and workshops. .
- Collaborates with internal and external customers in a positive manner.
- Performs job safely and in compliance with the park district's loss control policies and procedures, work rules and safety rules, including the use of PPE where necessary.

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 to walk, sit, climb, balance, stoop, kneel, crouch, crawl, and smell.

REQUIRED 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

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