



Jenkintown Elementary School Theatre Club

Drama Director & Assistant Director Posting

Now Hiring: Drama Director & Assistant Director

Location: Jenkintown Elementary School

Program: Spring Theatre Production (Spring 2026 - exact dates TBD)

Grades Served: K-6

Compensation: Commensurate with experience and in accordance with district extracurricular compensation practices.

Jenkintown Elementary School is excited to launch a new spring JES Theatre Club production. This program invites students in grades K-6 to engage in the creative process as they rehearse and perform a production that may feature either student-written work or a selected published script. Whether developing original ideas or bringing an existing story to life, students will explore imaginative characters, creative storytelling, and the joy of performance.

We are seeking a Drama Director and Assistant Director to guide students through weekly rehearsals and prepare them for a culminating spring performance. These roles require creativity, flexibility, and a passion for working with elementary-aged students of varying developmental levels. This production emphasizes creativity and student ownership rather than large-scale technical design; however, candidates with both artistic and basic technical theatre skills are encouraged to apply.

Performance Style & Production Elements

The spring performance is designed to be a modest, developmentally appropriate production that showcases student creativity. Performances typically include:

- Simple props and minimal set pieces
- Basic lighting and sound cues
- Student-created or guided design elements
- A focus on storytelling, character, and ensemble work

Directors will collaborate with volunteers and school staff to determine the appropriate level of technical support for basic lighting and sound needs. While this is not a fully professional or large-scale technical production, candidates with interest in guiding students through basic technical elements (sound cues, props, simple effects) are encouraged to apply.

Position Overview

Drama Director

The Drama Director will:

- Lead weekly rehearsals (2-4 hours) for students in grades K-6
- Foster a positive, inclusive, and structured rehearsal environment
- Support varying developmental and skill levels
- Collaborate with the Assistant Director, playwriting mentors, production staff, and parent/guardian volunteers

- Facilitate theatre games, warm-ups, and creative activities
- Coordinate with families to recruit and organize volunteers
- Oversee all elements of the final performance, including props, sound, set, and backstage logistics
- Collaborate on the development of simple technical elements (lighting cues, sound effects, props), ensuring they remain age-appropriate and manageable for students

Assistant Director

The Assistant Director will:

- Support the Drama Director in all aspects of rehearsal and production
- Work with individual students or small groups as needed
- Assist with blocking, character work, and line memorization
- Help maintain an organized and supportive rehearsal environment
- Aid in coordinating volunteers during rehearsals and performances
- Support students in simple technical tasks (props management, sound cues) as needed during rehearsals and performances

Student Participation

- Open to students in grades **K-6**
- Students in **grades 3-6** perform as actors
- Students in **grades K-2** contribute through props, sound effects, and other production roles
- Rehearsals include individual, small-group, and full-cast sessions
- Program emphasizes creativity, collaboration, and confidence-building

Schedule

- Lead weekly rehearsals (2-4 hours)
- Program runs throughout the spring semester leading up to the performance
- Rehearsal day/time will be finalized based on staff availability
- Final performance dates will be announced once the production calendar is established

Preferred Qualifications

- Experience in theatre, directing, acting, or performing arts
- Experience working with children, especially elementary grade levels
- Ability to manage multi-age groups with patience and flexibility
- Strong communication and organizational skills
- Commitment to a creative, inclusive learning environment
- Ability to collaborate with families and volunteers
- Required Pennsylvania clearances (upon hire)

Program Vision

The JES Theatre Club empowers students as storytellers, problem-solvers, and collaborators. Through imaginative, student-created plays, participants build confidence, creativity, and a sense of community.

How to Apply

Interested candidates should send their resume to Mr. Steven Van Mater, Director of Human Resources & Curriculum, at hr@jtowndrakes.org by **March 12, 2026**.

The School District of Jenkintown requires the following pre-employment clearances. All clearances must be dated within one year of hire date in order to begin working.

- [Act 34: PA State Police Criminal History Record Check](#)
- [Act 151: PA Child Abuse History Clearance](#)
- [Act 114: FBI Federal Criminal History Clearance](#) (Use service code **1KG6XN**)
- [Act 168 PA Sexual Misconduct/Abuse Disclosure Release](#)
- [Arrest Conviction Report and Certification Form](#) (under Act 24 of 2011 and Act 82 of 2012)
- [DHS USCIS Form I-9 Employment Eligibility Verification](#)
 - [Instructions for Form I-9](#)
- [School Personnel Health Record](#) (Physical within 1 year/TB test within 3 months)

The School District of Jenkintown is committed to creating a welcoming workplace and fostering an environment where all students and staff can thrive. We value the unique backgrounds and experiences of our community and are proud to be an Equal Opportunity Employer.

The School District of Jenkintown strives always to act in accordance with established and applicable law and the above guiding principles should be read and interpreted in that context. By doing so, The School District of Jenkintown will ensure that it is not engaging in any educational or employment practices that constitute discrimination against or favoritism towards any group of people. To that end, The School District of Jenkintown always has and will continue to hire the most qualified employees regardless of race, sex or other status. We will continue, in consultation with legal counsel, to review the intent and impact of changes at the federal and state level.