

Jenkintown Elementary School

Introduction to Theatre Club

Director & Assistant Director Posting

Now Hiring: Director & Assistant Director
Program: Spring Introduction to Theatre Club (March - May, 2027) for Grades 4-6

Program Overview

Jenkintown Elementary School is seeking a Director and Assistant Director for its spring Introduction to Theatre Club for students in grades 4-6. This program offers a welcoming, introductory experience where students explore basic acting, storytelling, movement, and teamwork through theatre games, creative activities, and rehearsals. The emphasis is on participation, building confidence, collaboration, and enjoying the experience of theatre.

Students will work toward a simple, age-appropriate spring performance using a script available in the public domain. The Director and Assistant Director will keep the scope manageable and developmentally appropriate for elementary students with varying experience and skill levels.

Performance Approach

The culminating performance will showcase student learning through storytelling, character development, and ensemble work. Production elements will be limited to simple costumes and props, minimal scenery, and basic lighting and sound. The Director will coordinate these needs with the Assistant Director, school staff, and available school-approved volunteers.

Student Participation

The club is open to students in grades 4-6, with no prior theatre experience required. Enrollment is anticipated to be capped at 40-45 students. The final cap will be established with school administration before registration opens, based on the selected script, available roles, and the ability to provide meaningful participation and appropriate supervision.

Students may participate as actors or contribute through simple production tasks, such as managing props or creating sound effects. Rehearsals may include individual, small-group, and full-cast activities.

Schedule

- Mid-March through late May 2027.
- Two rehearsals per week, totaling approximately two to four hours.
- One preview performance for elementary students during the school day and one evening public performance in late May.
- Final rehearsal and performance dates will be announced once the program calendar is established.

Drama Director

The Drama Director will:

- Plan and lead theatre games, warm-ups, and rehearsals that introduce basic performance skills.
- Create a positive, inclusive, and structured environment that supports students of varying developmental and skill levels.
- Select an age-appropriate script in the public domain, in collaboration with school administration, and help establish an appropriate enrollment cap.
- Guide students in basic blocking, character work, line memorization, and ensemble participation.
- Coordinate simple props, scenery, sound, and backstage needs with the Assistant Director and available school-approved volunteers.
- Communicate rehearsal schedules, participation expectations, and performance information to families; coordinate volunteer support as needed.

Assistant Director

The Assistant Director will:

- Support the Director during theatre activities, rehearsals, and performances.
- Work with individual students and small groups on basic acting skills, blocking, and line memorization.
- Assist with student supervision, transitions, and maintaining an organized rehearsal environment.
- Help coordinate simple props, backstage routines, and volunteer support during rehearsals and performances.

Preferred Qualifications

- Experience in theatre, directing, acting, theatre education, or performing arts.
- Experience working with elementary-aged children and supporting a range of abilities.
- Ability to manage groups with patience, flexibility, and clear expectations.
- Strong communication and organizational skills.
- Commitment to an inclusive introductory program with a simple, manageable performance.

Compensation

- Director Compensation: $2,895
- Assistant Director Compensation: $1,295

How to Apply

Interested candidates should send their resume to Mr. Steven Van Mater, Director of Human Resources & Curriculum, at hr@jtowndrakes.org. Application deadline: **December 4, 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)

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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.