

BLOOMFIELD PLAYERS COMMUNITY THEATRE
Position Description

TITLE: Choreographer

FLSA CODE: Exempt

REPORTS TO: Director, Producer and Board of Directors

DATE: May, 2005

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Pre-Show:

- a. Meets with the Director, Producer and Music Director to discuss everyone's vision of the show and how the auditions are to be run.
- b. Review a stage and/or movie video of show to gain a visual understanding of the total production.
- c. Prepare an audio tape and rhythmic plan for the dance steps and/or movements for auditions.

2. Auditions:

- a. Responsible for teaching dance steps during auditions and participating in casting the show in conjunction with the Producer, Director and Music Director.

3. Production / Rehearsals:

- a. Coordinate with the Music Director to identify what sequences will be cut.
- b. Will work with the Director and Music Director to develop the rehearsal schedule.
- c. Prepare dance choreography / movements required for the show.
- d. Consult with the Music Director to ensure that the choreography is appropriately coordinated with the music and that the choreography does not conflict with the proper presentation of the songs musically.
- e. Provide warm-up exercises for the cast or appoint a dance captain to conduct warm-up exercises in cooperation with the Director and Music Director.
- f. Works closely with the Director and Choreographer to prepare effective schedule of rehearsals that maximize time spent by the cast.
- g. Teach the choreography to appropriate cast members providing constructive criticism to polish the numbers. Be prepared to provide additional assistance to the children in the cast.
- h. Consult with the set designer, costumer designer and other production staff to assure that choreography will work within the limitations of the set design, etc.
- i. Attend run-through, technical and dress rehearsals.
- j. Encourages all cast members in reaching their full dance potential.

4. Performance:

- a. Recognize the Stage Manager's role in managing the show during performance runs.
- b. View performances to provide any necessary follow-up direction or assistance to cast or crews.

5. Post Production:

- a. Assists with strike on closing night and attends closing night party.
- b. Returns scripts, music scores, etc. to Producer erased and ready to return to the publisher.
- c. Provides feedback to Producer and Board of Directors regarding any difficulties experienced in choreographing the show with constructive suggestions for consideration by the Board. Also provides feedback regarding operations which ran smoothly that he/she would recommend continuing.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be available in early December for auditions.
- Must be available January through early March for rehearsals which will be scheduled a minimum of two nights per week from approximately 7:00 pm – 10:00 pm. Time commitment may increase and include weekends two weeks prior to opening night.
- Must have thoroughly read script and score with particular attention to choreography requirements.
- Must have performance dance experience.

Choreographer

Page 1

BLOOMFIELD PLAYERS COMMUNITY THEATRE

Position Description

- Must have excellent communication skills and leadership ability.
- Must have excellent organizational skills and be a strong team player.

EDUCATION and/or EXPERIENCE

- Minimum of 3 years relevant work experience in the field of dance.
- Baccalaureate degree in dance preferred.
- Advanced degree desired.

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.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job will require work after normal business hours and on weekends.

This description is intended to describe the type and level of work being performed by a person assigned to this position. It is NOT an exhaustive list of all duties and responsibilities required by a person so classified.