



Peekskill City School District
A System Focused on Every Student; Every Day

The Mission of the Peekskill City School District is to educate students in a caring, inspiring environment characterized by a spirit of excellence and high expectations; prepare graduates to meet or exceed standards; graduate students who respect and appreciate cultural diversity; and prepare students to pursue adult lives as contributing citizens of our local and global community.

Office for
Administrative Services/HR

1031 Elm Street • Peekskill, NY 10566-3499
(914) 737-3300 FAX: (914) 737-3912

PLEASE POST IN APPROPRIATE AREAS
PERSONNEL BULLETIN # 1617-155
ANTICIPATED VACANCIES
February 3, 2017

PROGRAM: Peekskill City School Drama Program

POSITION: Drama Assistant (1) -2017 PHS Spring Show

JOB DESCRIPTION:

Drama Assistant (Technical Director): Assist in supervising club meetings (specifically supervision of tech crew 3-4 days per week), assist in auditions; participate in script read through sessions offering input to assist director, direct students in constructing costumes as needed, work with students to acquire/create props, work with students to construct sets (including instructing students how to safely handle tools); assist in fundraising activities; assist in club events (club fair, tabling events, etc.); manage lighting and sound needs for the club's productions while teaching students how to work with related equipment (if applicable); manage maintenance and organization of the club's 'wood room'; ensure all lighting/sound equipment is in working order and coordinate maintenance with appropriate parties should equipment need repair; submit itemized list of supply needs to Production Manager for budget clearance/ordering and assist in ordering; handle sound needs for pit musicians and Musical Director (if applicable); assist in securing advertisements for spring playbill; host strike following performances.

STIPEND: Stipend - \$1,539

LOCATION: Peekskill High School

CLOSING DATE: February 9, 2017

INSTRUCTIONS TO APPLICANTS:

Submit letter of interest and resume on-line to: www.personnel@peekskillcsd.org. Please include the personnel bulletin number in the subject line of your e-mail.

The Peekskill School District does not discriminate on the basis of race, color, national origins, age, handicapping conditions or sex in its educational programs or employment.