



# MISSION

WACO | WORLD

<b>Job Description</b>	
<b>MWMW Position Title</b> (type in CAPS): JUBILEE THEATRE DIRECTOR	
<b>Staff Group:</b>	<input type="checkbox"/> Executive Staff <input type="checkbox"/> Program Coordinator <input type="checkbox"/> Operations/General Staff <input checked="" type="checkbox"/> Program Director <input type="checkbox"/> Program Staff <input type="checkbox"/> Administrative Staff <input type="checkbox"/> Retail Manager <input type="checkbox"/> Retail Staff <input type="checkbox"/> _____
<b>Immediate Supervisor:</b> Associate Executive Director of Programs	
<b>Tasks also assigned by:</b> Executive Director	
<b>Immediate Subordinates:</b> Work-study, volunteers, and interns. Program Assistants for Summer Camps (2).	
<b>Status:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	<b>Position Originally Created:</b>
	<b>Date Last Revised:</b> 4/23/2019
<b>Hours Per week:</b> Part-time. 21hrs/wk, plus additional 40 hours per production	
<b>General Summary:</b> The Jubilee Theatre Director is responsible to oversee, plan, promote, train, fundraise, direct, engage volunteers and the community in meaningful, performing arts in a Christian atmosphere.	
<b>Critical Functions and Responsibilities</b>	
1. Plan, promote, and oversee several plays and activities throughout the year, particularly those which evoke themes, which engage audiences to deeper thoughts and questions about life and social justice.	
2. Promote and oversee performing arts for the community and especially the lower income population of Waco, including Mission Waco, Mission World Inc. Children and Youth Programs.	
3. Promote and organize Theatre rental contracts.	
4. Supervise maintenance, cleanliness, technology, and safety standards of Jubilee Theatre.	
<b>Additional Functions and Responsibilities</b>	
1. Develop and oversee budget of Jubilee Theatre Program.	
2. Attend Staff and Program Director's meetings and collaborate with Staff as requested by Supervisor(s).	
3. Other duties as assigned by Supervisor(s).	
4. Report incidents in a timely manner to the Director of Meyer Center and Social Services who will address the concerns.	
5. Participate and engage with Giant Worldwide leadership and communication development curriculum as directed.	

*The functions and responsibilities contained in this Position Description are not all inclusive.  
Other duties and requirements may be assigned at any time.*

<b>Requirements/Preferences</b>	
<b>Minimum skills and knowledge required:</b> 1. 1 year experience in theatre production, and stage directing 2. Basic understanding of Christian Community Development principles and philosophy	<b>Skills and knowledge preferred:</b> 1. 3-5 years of experience in teaching and acting 2. Advanced understanding of Christian Community Development principles and philosophy
<b>Minimum previous experience required:</b> 1 year acting/performing and/or directing	<b>Previous experience preferred:</b> 3-5 years acting/performing and/or directing
<b>Minimum education required:</b> High School Diploma	<b>Education preferred:</b> Bachelor's Degree
<b>Minimum communication skills required:</b> 1. Must have excellent interpersonal skills – able to communicate appropriately and compassionately under pressure. 2. Represents Mission Waco's values with all program participants	<b>Communication skills preferred:</b> 1. Have excellent ability to communicate
<b>Behavioral, emotional, mental requirements:</b> 1. Must be a wise and mature Christ-follower 2. Must be a strategic thinker 3. Must have solid financial and organizational acumen	
<b>Other requirements:</b> Able to keep flexible hours. Some light lifting (25lbs). Ability to serve in a fast-paced, high-pressure environment.	

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