

BALTIMORE COUNTY PUBLIC SCHOOLS

Extra Duty Activity (EDA)

Name of EDA:	Drama
School Level:	Middle and High

Description of Activity: Under the direction of the principal, the drama sponsor oversees and coordinates the production of plays and musicals. The sponsor plans, organizes, and conducts meetings, auditions, rehearsals, and performances, as well as secures funding, costumes, sets, and properties for productions. Students and staff will be instructed on scripts, stage directions, choreography, and voice. The sponsor will oversee the publicity of the productions and communicate with faculty, students, parents, and the public.

The drama sponsor must have an intimate knowledge of acting, staging, and literature, and be able to read and understand scripts, design and construct sets and costumes, and thoroughly understand the technology which is involved in play and musical production. Choreography and music skills are also necessary. The sponsor must feel comfortable with public speaking.

Link to the Blueprint for Progress: The drama program supports the school system’s mission to provide a quality education to all students. It extends the learning offered in the theatre arts curricular program, gives students the opportunity to develop artistic talent, fosters an appreciation for theatre in both students and the community, and provides the community with an opportunity to recognize student success. It extends the instructional program offered in theatre arts on the high school level. It directly supports the *Blueprint’s* Performance Goals 1 and 6.

Examples of Specific Duties of this EDA Sponsor: **Estimated Hours**

Preparation and Planning	30 - 50
<ul style="list-style-type: none"> • Researches, reads, and selects plays or musicals based on budget, facility, and available talent (usually one play and one musical per year) • Develops plans for sets, costumes, props, choreography • Reviews the requirements for student participation and schedule with colleagues • Campaigns for enrollment (makes announcements, posters, fliers, Web sites, etc.) • Coordinates publicity for performances (announcements, programs, tickets, posters/fliers, local newspapers, and area schools) • Develops master calendar for meeting dates, rehearsals, performance dates, and deadlines • Creates guidelines for students’ responsibilities, contributions, behavior, and attendance • Estimates, solicits, and budgets funds (cost of production, fund raising, and disbursement) 	

Meetings

20 - 50

- Presents production schedule and reviews funding with administrators
- Meets with colleagues to publicize activity and/or plan activity
- Holds initial informational meeting with students and parents to review student responsibilities, requirements for participation, calendar, attendance, and behavior
- Meets with support staff (vocal and instrumental music, art, technology, and other teachers)

Other EDA Duties

70 - 200

- Holds auditions and posts cast list
- Stages a read-through and discusses schedules and expectations with cast
- Establishes vision with production staff (choreography, costumes, set design, lighting)
- Prepares a production book with all blocking and technical cues
- Conducts rehearsals (blocking, staging, movement, line reading, dance, music)
- Organizes the design of t-shirts for the cast
- Plans technical aspects with technical director, stage manager, and technicians, and holds technical rehearsals with and without actors
- Holds dress rehearsals (costumes, makeup, props, sets) and reviews call times for performances
- Prepares for show (preps green room, reviews procedures with box office and front of house staff, meets with technicians for a check of all equipment, welcomes parents and community, meets with cast for last-minute details)
- Conducts a post mortem evaluation meeting with cast and crew to discuss positive and negative elements and improvement ideas
- Supervises the strike of set and storage and inventory of all materials
- Collects script materials to return to publishing company, and returns all rented equipment and costumes
- Makes deposits, pays bills, reconciles bills and receipts, and determines profit/loss ratio
- May travel with cast to local libraries to perform short skits, Reader's Workshop, poetry readings, and other performances

Estimated Annual Hours that a Teacher Might Spend to Sponsor this EDA:

120 – 300+

Minimum Number of Students Required: 10

Annual Compensation

Drama is a Level I and Level II activity.