

Notice of Job Vacancy #25-067

Posting Date: March 17, 2025

Position: Choreographer serving Monongalia County Schools

Number of Positions: One (1)

Location: Morgantown High School - Monongalia County Schools

Employment Term: Spring Musical Season through 5/10/2025

Salary: Stipend of \$1000 paid at the conclusion of the Morgantown High School 2025 Spring Musical, *Once Upon a Mattress*

Qualifications:

- Minimum high school diploma or equivalent required
- Previous choreography experience preferred
- Choreography experience with a musical production preferred
- Strong dance and teaching skills required
- Strong communication and interpersonal skills required
- Patience and positivity as a role model for high school students required
- Ability to work professionally and collaboratively with the director as well as the music, design, and costume departments required
- Ability to pass a background check

Position Responsibilities: The Choreographer is responsible for designing and teaching all dance and movement sequences for *Once Upon a Mattress*. This role involves working closely with the Director, Assistant Choreographer, and cast to ensure that choreography enhances storytelling, supports character development, and is accessible to performers with various levels of dance experience. The Choreographer plays a key role in creating engaging, dynamic, and polished musical numbers.

The selected candidate will have the responsibilities shown below. Other reasonable duties may be assigned by the immediate supervisor or their designee.

1. Provide assistance to the theater director in preparing for and executing the spring musical.
2. Collaborate with the music, design, and costume departments to ensure the choreography is appropriate and can be executed in the show.
3. Attend all scheduled rehearsals including those held in the evenings and on weekends.
4. Provide dance training and support to all dancers in the cast.
5. Attend all performances supporting the dancers, other cast members, and support staff.
6. Serve as a role model for Morgantown High School students demonstrating appropriate language and actions at all times.
7. Represent Morgantown High School, the MHS Theater Department and EPIC in a positive and professional way at all times.

Reports To: Choreographer, Director, MHS Theater Director; MHS Principal; EPIC Administrator

Conditions of Employment: Recommended by the EPIC Administrator; Confirmed by the EPIC Regional Council

Anticipated Start Date: Immediately following the onboarding process

Application Process: You may submit your application one of two ways:

Online application can be made via Teach-In West Virginia Application System by clicking on the link below:

[Use this link to go to the online application system.](#)

Hard copy EPIC application can be found by [clicking on this link](#). Once completed, you may submit it along with your credentials to EPIC one of the following ways:

[Use this link to upload your application to our secure portal.](#)

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources
Fax to 304-267-3599 Attention: Human Resources

This posting will remain open until filled or no longer needed.

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