

# POSITION DESCRIPTION

Job Title: Theatre Director Date: May 2017  
Department: Performing Arts Starting: August 2017 *or* January 2018  
Reports to: Chair, Performing Arts  
Status: X Exempt Non-Exempt Classification: Part time  
FT X PT

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## POSITION SUMMARY

The theatre director is responsible for the planning and direction of our extracurricular theatre productions—one fall show and one spring show. Working with the producer, technical director, music director, and choreographer, the Theatre Director is responsible for leading our students through each stage of the production process, from auditions to closing night. This person will effectively balance the multiple goals of staging professional-quality theatre productions with the missions The Academy of the Holy Cross, and specifically the Performing Arts Department: to use the arts to help our students become young women of courage, compassion, and scholarship.

## MISSION AND CORE VALUES

The Academy of the Holy Cross, a Catholic College preparatory school sponsored by the Sisters of the Holy Cross since 1868, is dedicated to educating young women in a Christ-centered community which values diversity. The Academy is committed to developing women of courage, compassion and scholarship who responsibly embrace the social, spiritual and intellectual challenges of the world.

All faculty and staff must demonstrate a commitment to the Core Values of the Academy: community, Catholic identity, academic excellence, educating the whole person, tradition, diversity, leadership, single-sex education, environment, and communication.

## PERFORMING ARTS DEPARTMENT MISSION STATEMENT

The Performing Arts Department is dedicated to utilizing participation in the arts as a tool to help students build confidence, creativity, and intellectual curiosity. Additionally, we work to help our students discover the importance of teamwork, responsibility, maturity, grit, and a range of other attributes that will lead to success not only in the arts, but in any field they choose to pursue.

## PRINCIPAL RESPONSIBILITIES

### Preparation for rehearsal

- Post audition sign-up information on callboard
- Create and copy “sides” or other material for auditions and callbacks
- Run auditions
- Post callback list
- Run callbacks
- Create final Cast List

- Distribute play scripts
- Create Cast conflicts sheet
- Create Units Spreadsheet
- Create Specific Rehearsal schedule using Units Spreadsheet, Cast Conflicts Sheet, and Basic Rehearsal Schedule

### **Conduct Day-to-day rehearsal, including...**

- Warm-ups, acting exercises, character development, and staging
- Work with student stage management team on daily rehearsal / cast needs
- Work with technical director and student technical crew on costume, props, scenery, sound, and lighting needs
- Continuous feedback to students on their progress and development
- Daily updating of rehearsal schedule based on ongoing needs of production

### **Show publicity:**

Compile information for Program

- Write a show summary and/or director's note for program
- Create a special thanks list
- Write scenes list for program
- Write songs list for program

Photography

- Schedule headshots
- Create headshots groups list
- Schedule Photo Dress rehearsal in consultation with Holy Cross Director of Communications

### **Upon show closing:**

- Work with Technical Director to lead the breakdown and return of all technical elements, including scenery, lighting, costumes, props, and sound
- Gather and return pit orchestra scores, cast scripts, and other rented materials from play company
- Choose appropriate photos for performing arts website
- Restore rehearsal spaces and Performing Arts Callboard to neutral

## **JOB REQUIREMENTS**

### **Education**

Bachelors' degree required; BFA/BA in Theatre preferred

### **Experience**

Must have several years experience working in professional theatre

Must have experience working with high school aged performers

Must have experience in directing plays and/or musicals

### **Skills**

Must have excellent written and verbal communication skills

Must be highly motivated, organized, and detail oriented

Must have excellent time management skills

**Typical Demands**

Must be able to work within the physical, emotional, and intellectual environment of a theatre rehearsal setting

Must exhibit a deep level of patience, understanding, and compassion

Must be eager to collaborate with students and other members a production team

**Working Conditions**

Must be able to work frequent evenings and weekends during the rehearsal period

Rehearsal schedule is generally 3:15 to 6:15 PM, Monday through Friday, with occasional Saturday rehearsals

Fall show—first week of September through first weekend of November

Spring show—mid-January through end of March