



St. Francis

 CATHOLIC HIGH SCHOOL

Job Profile

Job Title:	Director
Department:	Arts
Reports to:	Assistant Principal
Date:	4/20/21

General Summary

What is the primary purpose of this position?

The Director at St. Francis Catholic High School is an occasional, part-time, non-exempt position responsible for implementing the artistic vision of the co-curricular theater program, focused on supporting the mission of the Diocese of Sacramento and St. Francis Catholic High School. The Director works in collaboration with the Producer, Technical Director, and Administration in overseeing all aspects of the artistic productions of the co-curricular theater program.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

- Directs two scheduled productions per school year (usually one play and one musical).
- Implements the artistic vision for the productions and communicates that to the broader SFHS Arts members, including the Producer, Technical Director, Administration, and Cast/Crew.
- Broadly communicates the artistic vision for the productions to the school faculty and staff for cross-curricular opportunities.
- Reviews and edits scripts.
- Oversees auditions, casting, and related activities.
- Responsible for all cast communication.
- Attends and participates in all pre-production and production meetings.
- Attends and directs cast rehearsals and stages the shows.
- Responsible for ensuring student safety at all times.
- Responsible for student discipline and enforcing the policies of the Student-Parent Handbook.
- Collaborates with Producer and Technical Director on all creative choices including choreography, costumes, sets, props, lighting, and sound to ensure cohesive artistic vision.
- In conjunction with the Technical Director and Producer, runs tech rehearsals.
- Assists the Producer in the hiring of non-residence creative resources with approval from Administration.
- Collaborates with the Producer on overall marketing strategy of the production season.

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- Participates in post-production meeting and debrief.

Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

Education:

BFA or Bachelor's degree in a related field, Master's Degree and Teaching Credential preferred.

Job experience:

3+ years experience in a theatre, at least 1-2 years as a lead director. Experience in a high school setting preferred. Experience in Catholic education preferred.

Technical/Functional skills:

- Strong collaborative skills
- Strong organizational skills
- Artistically creative
- Ability to lead and mentor a group of high school age students

Other Requirements:

- Other duties may be required as needed.