



## BISHOP DWENGER HIGH SCHOOL

### **Theater Director (Part-Time/Co-Curricular Activity)**

Bishop Dwenger High School is a Catholic, college-preparatory school of approximately 950 students located on the north side of Fort Wayne, IN.

Employees are called to teach and model the Gospel of Jesus Christ. We holistically educate our students using the transcendentals of the Catholic Church: truth, beauty, and goodness. We maintain a respectful, nurturing and disciplined environment that integrates our school's Four Pillars into daily experience: Spiritual, Service, Academics, and Activities. Our vision today is the same as it was at the foundation of our school in 1963—to transform our students into *Citizens of Two Worlds*.

#### **Artistic and Creative Responsibilities**

- Select scripts for school productions that align with the school's Catholic identity, student talent, and audience appropriateness.
- Direct rehearsals, guiding students in acting, movement, choreography, vocal performance, and character development.
- Collaborate with designers (set, costume, lighting, sound) to achieve cohesive production aesthetics.

#### **Instructional and Educational Duties**

- Teach elements of theater, including acting, stagecraft, and script analysis.
- Mentor students, helping them build confidence, discipline, teamwork, and performance skills.
- Provide feedback to students on performance and technical work.
- Encourage student participation in theater both onstage and backstage.

#### **Production Management**

- Plan and organize a Fall play, a Spring musical, and assist with a Summer theater camp.
- Oversee all aspects of production, including auditions, casting, scheduling, tech week, and performance nights.
- Manage budgets for productions and theater programs.
- Coordinate with the Performing Arts Chair, Choral Director, and the school Business Manager to determine distribution of theater stipend to those assisting in the production.
- Coordinate technical crews, including lighting, sound, costumes, makeup, props, and set construction.
- Supervise volunteers and parent helpers involved in the production.
- Work with Administration and directors in the Performing Arts Dept. to coordinate shows with partner schools.



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### **Administrative Responsibilities**

- Collaborate with Choral Director to reserve rights and licensing for scripts and music.
- Schedule auditions.
- Schedule and coordinate rehearsal spaces, performance venues, and equipment use.
- Collaborate with the Choral Director to promote performances.
- Enforce school policies and procedures regarding student behavior and code of conduct.
- Maintain safety standards for students during rehearsals and performances.

### **Collaboration and Communication**

- Work with Administration and Performing Arts Chair to align productions with school policies and Catholic identity.
- Collaborate and give reports to the BD Music Boosters.
- Collaborate with the Choral Director to plan the production for the musical.
- Engage with parents and community, building support and audience for the theater program.
- Collaborate with the directors in the Performing Arts Dept. and the Athletic Director to schedule practices working with limited space and availability of the gym.

### **Qualifications**

- High school diploma,
- Ability to organize and supervise a variety of students for theater,
- Previous experience with theater and music,
- Knowledge of the technical aspects of theatrical productions,
- A strong witness of the Christian faith; preference given to a practicing Catholic.

**Start Date:** July 1, 2026

**Department:** Co-Curricular Activity; Part-Time

**Supervisor:** Performing Arts Chair and Choral Director

**Questions:** Contact Jason Schiffli, Principal  
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Apply at:

[https://secure7.saashr.com/ta/6168565.careers?TrackId=\[MyTrackingId\]&ApplyToJob=587686861&full\\_apply=&jobid=587686861](https://secure7.saashr.com/ta/6168565.careers?TrackId=[MyTrackingId]&ApplyToJob=587686861&full_apply=&jobid=587686861)