



BISHOP DWENGER HIGH SCHOOL

Theatre Director

Bishop Dwenger High School seeks a Theatre Director who is committed to educating students from diverse backgrounds in a Catholic community, challenging everyone to live as a Christian witness in service to others. As a Bishop Dwenger High School employee, you are called upon to be a role model and a witness to the Gospel of Christ. Your main charge is to be engaged in creating an atmosphere in which the religious faith of each individual student as well as their intellectual, moral, and physical capacities can be developed.

Job Description: The role of the Theatre Director is to select an appropriate performance, conduct auditions, and work with the cast and stage crew to have a production of high caliber for the school and community. Bishop Dwenger High School believes that the director must assume a major role in the molding of youth in their charge by developing leaders and fostering cooperation and positive teamwork. This job requires you to select age-appropriate shows, create performances that involve the entire group, and maintain communication with school staff and parents. Positive communication strategies, organizational skills, and safety awareness are key requirements. The Theatre Director reports to the Performing Arts Chair and Administration. This position requires the coach to complete a pre-employment background check and all Diocesan required trainings.

Responsibilities:

1. Plan, organize, and direct the theatre productions: a Fall play and Spring musical;
2. Holds auditions for the show parts at the appropriate time of the year for each performance,
3. Schedules rehearsals and performance dates while coordinating them with the school calendar coordinator,
4. Arranges set design for the given performance,
5. Arranges the choreography and staging for the performance,
6. Maintains effective communication with students, parents, and administration,
7. Selects and works with the musicians for the musical,
8. Collaborates with the Fine Arts Boosters,
9. Attends and leads rehearsals and performances,
10. Maintains accurate attendance records,
11. Upholds school and diocesan policies regarding student eligibility and code of conduct,
12. Selects and coordinates costumes and fittings,
13. Markets the play/musical to the Bishop Dwenger and Fort Wayne community,
14. Performs for school at the Spring Performing Arts Assembly,
15. Performs other such duties, as assigned.

Qualifications:

1. High School diploma or equivalent, preferred,
2. Ability to organize and supervise students for a theatre,
3. Previous theatre experience, preferred,



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4. Knowledge of technical aspects of a theatre productions,
5. Role model that coincides with Bishop Dwenger High School's mission.

Start Date: 2023-2024 School Year

Application Deadline: March 31, 2023

For Information: Contact Amy Johns, Assistant Principal
ajohns@bishopdwenger.com

To Apply: Go to <https://theapplicantmanager.com/careers?co=df>