



## Position Description St. Thomas More High School

**Position Title:** Theatre/Auditorium Director

**Reports to:** Principal

**Employment Classification:** Part-Time

### Position Summary:

The Theatre/Auditorium director is a professional who administers and oversees theatre productions at St. Thomas More High School. The director's function is to ensure the quality and completeness of theatre productions while leading the members of a creative team in realizing their artistic vision of the productions. The Theatre/Auditorium director will collaborate with parents, students, faculty and staff to manage the auditorium, Fine Arts Boosters (FAB), and coordinate multiple productions throughout the year.

### Qualifications:

- Bachelor's degree or higher from an accredited institution.
- Relevant teaching and directing experience.
- Knowledge of contemporary, effective pedagogical strategies, and techniques.
- Coordinate with Performing Arts chair and administration and put performance dates on the master calendar
- Model and promote the elements of Catholic Identity including the development of faith community, commitment to lifelong spiritual growth, student spiritual formation, and student human development.
- Demonstrated ability and willingness to work well/effectively with parents, students, faculty, and staff.
- Possess strong verbal and written communication skills. Conduct all verbal and written communication in a timely, cordial, and professional manner.
- Work independently with little direct supervision.
- Perform all duties with a high level of accuracy and clarity.
- Demonstrate strong work ethic to achieve department and school-related goals.
- Display effective multi-tasking and time management skills.

### Duties and Responsibilities:

- Secure performance rights for shows in a timely manner.
- Hold information meeting before auditions and orientation before rehearsals begin.
- Advertise/promote/motivate students to audition
- Hold auditions for each show
- Required Parent meeting after cast list is posted
- Make sure activity contracts are signed and submitted in a timely fashion
- Parent-permission forms signed and turned in to administration in a timely fashion
- Keep attendance for cast and crew
- Plan and run rehearsals
- Coordinate music rehearsals with music director (vocal, and combined with pit)
- Coordinate with stage crew director as needed
- Determine what is needed for props, costumes, and who is in charge. Follow up as needed.
- Order microphones, if using for performances
- Within two days after the last performance: be sure set is struck; stage, booth, dressing rooms, costume rooms, prop rooms, stage entrance area, wood room are all clean, organized, and everything is put away.
- Drama club/ITS (International Thespian Society (Honor Society))
- Plan for supervision as needed during performances.

- Secure money before, during, and after all performances.
- Sign off on all receipts and invoices to ensure all invoices and bills are paid in a timely manner..
- Turn in money as soon as possible after last performance.
- Collect scripts and return before due date.

**Work Environment Expectations:** All STM employees and volunteers are expected to comply with the Faculty and Staff Handbook, the Parent and Student Handbook, and the Arch of Milwaukee Handbook.

All STM employees are expected to work positively in collaboration with others in addition to completing other tasks as assigned from time to time by their supervisor/administration.

If interested in this position, contact Mrs. Pat Hasek at [phasek@tmore.org](mailto:phasek@tmore.org) for details about the application process.