Title: Part-Time Drama/Theater Director (Fall and Spring Productions)

Position Type: Part-time, seasonal (average 10–15 hours/week; 20–25 hours/week during tech week and performances); Stipend or hourly, commensurate with experience; Typical season: August–November (fall play) and January–April (spring play or musical)

Reports To: Director of Fine & Performing Arts

Role Purpose: Provide artistic vision and hands-on direction for Providence's fall and spring theater productions, forming students in craft and character while delivering high-quality, mission-aligned performances that serve the school community.

Key Responsibilities

Artistic Direction and Title Selection

- Propose season titles that fit age/skill levels, calendar constraints, budget, and PCS's classical Christian ethos; secure performance rights and scripts.

- Conduct basic dramaturgy and concept development; set clear artistic goals for each production.

Casting and Rehearsal Leadership

- Plan and run auditions/callbacks; cast with fairness and clarity; communicate expectations and schedules to students and families.

- Build rehearsal calendars; lead table work, blocking, character work, text analysis, and ensemble development.

- Teach stagecraft fundamentals (voice, movement, diction, cueing, backstage etiquette); arrange acting workshops as feasible.

Production Management and Collaboration

- Chair weekly production meetings; coordinate closely with Technical Theatre/Production staff (or supervise volunteers where no staff exists) for sets, props, costumes, lights, sound, and stage management.

- For musicals: collaborate with Music Director and Choreographer on artistic cohesion, schedules, and shared resources.

- Oversee tech week, dress rehearsals, and notes; supervise strike and post-show debriefs.

Student Formation and Leadership

- Cultivate student leaders (stage managers, assistant directors, crew chiefs); coach professionalism, punctuality, and peer mentorship.

- Model Christ-centered conduct and hospitality; choose/stage content consistent with PCS standards of modesty and biblical worldview.

Safety, Compliance, and Copyright

- Enforce rehearsal and backstage safety, tool use protocols, and mic/rigging/fog/haze procedures; supervise fight choreography or sensitive content with age-appropriate, values-aligned alternatives.

- Ensure full compliance with licensing terms (scripts, rentals, music tracks) and school policies (photo/video releases, volunteer screening).

Operations, Budget, and Communications

- Develop production timelines, budgets, and purchase plans; steward resources and submit timely expense documentation.

- Coordinate calendars, spaces, and custodial/IT needs with Operations.

- Partner with Advancement/Communications on show branding, programs, ticketing, and publicity; provide concise parent updates and call times.

- Build and manage volunteer teams (front-of-house, costumes, sets/props) in partnership with PTO/Room Parent Coordinator.

Inclusion, Accommodations, and Eligibility

- Offer tiered opportunities (onstage/crew) for a wide range of experience levels.

- Coordinate with Student Learning Services on reasonable accommodations while maintaining artistic standards and safety.

- Uphold school eligibility guidelines (attendance, academics, conduct).

Deliverables and Timeline (typical)

- 12–16 weeks before opening: submit title proposals, concept, budget, and preliminary calendar; begin rights/licensing process.

- 8–10 weeks out: auditions/casting; publish rehearsal schedule and expectations.

- 6–8 weeks out: production meetings; design approvals; crew rosters set.

- 2–3 weeks out: publicity assets finalized; cue-to-cue and technical integration.

- Show week: final dress, performances, and strike.

- Within 2 weeks after closing: budget closeout and written post-mortem (what worked, what to improve, student outcomes).

Qualifications

- Bachelor's or Master's degree in Theatre/Drama or related field, or equivalent professional directing experience.

- Two or more years directing secondary-level productions or comparable youth ensembles.

- Strong rehearsal pedagogy and actor coaching; clear, gracious communication with students and parents.

- Working knowledge of technical theatre basics (lights/sound/sets/costumes/stage management) and production safety.

- Proficiency with common tools (Google Workspace or Microsoft 365, shared calendars, basic ticketing platforms).

- Willingness to uphold PCS Statement of Faith and community standards; satisfactory background check and required trainings.

- Experience in a classical or faith-based school context.

- Musical theatre collaboration experience (Music Director/Choreographer).

- Familiarity with QLab or similar playback, basic lighting consoles, and wireless mic best practices.

Core Competencies

- Artistic vision with practical follow-through

- Classroom/rehearsal management and student mentorship

- Collaborative leadership with designers, musicians, and volunteers

- Organized project management and budget stewardship

- Calm under pressure; solutions-oriented during tech and performances

Work Schedule and Conditions

- Afternoon/evening rehearsals with some weekends; multiple performance dates each semester

- Physical demands include moving scenery/props within safe limits and extended periods on feet during tech/show days

Success Indicators (KPIs)

- Mission-aligned, age-appropriate productions delivered safely, on time, and on budget

- Strong student participation and growth (onstage and crew); positive feedback from students, parents, and faculty

- Clear communications and minimal schedule conflicts due to proactive coordination

- Well-run tech week and efficient strike; documented debriefs that inform continuous improvement

Application

Candidates should submit the following items to phansen@prov-cs.net:

- Resume/CV and brief directing statement on theatre education in a classical Christian context

- Links to recent production photos/video or promptbook excerpts

- Two to three references (at least one supervisor and one collaborator such as a music director, TD, or stage manager)