

Dramatic Arts Program Manager and Drama Instructor

Location: Bishop O'Dowd High School

Reports to: Chair of Fine and Performing Arts & Associate Principal for Community Life

Contract Term: 10 months

Bishop O'Dowd High School Mission: Bishop O'Dowd High School is a Catholic college-preparatory community, guided by the teachings of Jesus Christ, that educates its diverse student body to build a more just, joyful and sustainable world.

Bishop O'Dowd High School Charism

Finding God In All Things Calls Us to:

Community in Diversity

Strength of Character

Academic Excellence

Kinship With Creation

Social Justice

Joy

Overview:

Bishop O'Dowd High School is seeking a talented and versatile individual to fill the role of Dramatic Arts Manager and Drama Instructor. This position offers a unique opportunity to direct plays and musicals as well as teach Drama classes. The ideal candidate will be passionate about both artistic leadership and hands-on instruction, contributing to the enrichment of our school community through dynamic theatrical productions and engaging classroom experiences.

Responsibilities:

Dramatic Arts Program Manager ($\frac{3}{5}$ time)

Department Leadership:

- Provide strategic direction and leadership for the Drama Team, including, curriculum development, production planning, departmental initiatives, and ensuring the organization and safety of the theater, black box, and workshop.

- Collaborate with school administration, faculty, and staff to integrate theatrical arts into the broader educational experience and uphold the school's mission and values.

Directing Plays and Musicals:

- Direct and oversees major theatrical productions, including show selection, casting, rehearsals, choreography, music, set design, and technical coordination.

Student Mentorship and Development:

- Provide individualized and group guidance, feedback, and support to students participating in theatrical productions and enrolled in theater classes.
- Foster a culture of creativity, collaboration, and mutual respect, nurturing the artistic talents and personal growth of each student.

Community Engagement:

- Promote theatrical productions and departmental activities within the school community and beyond, cultivating interest and participation in the dramatic arts.
- Collaborate with local theaters, arts organizations, and community partners to create opportunities for student involvement and cultural enrichment.

Drama Teacher (2/5 Time)

Curriculum Development and Delivery:

- Design and deliver engaging and rigorous curriculum for theater classes
- Incorporate theoretical concepts, practical skills, and experiential learning opportunities
- Plan, prepare, and deliver lesson plans and instructional materials
- Use appropriate technology to support and differentiate instruction

Student Engagement and Support:

- Create a supportive and inclusive learning environment
- Encourage and monitor student progress
- Provide appropriate feedback in a timely manner
- Maintain discipline in accordance with school rules
- Observe and evaluate student performance and development

Collaboration and Professionalism:

- Work outside the normal schedule to collaborate with colleagues
- Maintain accurate records of student progress and development
- Participate constructively and professionally in department, school, and parent meetings
- Participate in co-curricular activities such as social activities, sporting events, clubs, retreats, and student organizations as directed

Qualifications:

- Bachelor's degree in Theater Arts, Drama Education, Performing Arts, or related field (Master's degree preferred).
- Previous experience in theater production and directing, preferably in an educational setting.
- Proven experience in directing theatrical productions and teaching theater classes, preferably in an educational or youth-focused setting.
- Strong understanding of theater techniques, production processes, and curriculum development.
- Comprehensive knowledge of theater production processes, including acting, directing, stagecraft, and technical elements.
- Excellent communication, organizational, and leadership skills.
- Strong leadership, organizational, and communication skills, with the ability to inspire and motivate students and colleagues.
- Ability to work collaboratively within the theater department and with students, staff, parents and community members
- Commitment to fostering a supportive and inclusive learning environment grounded in Catholic values.
- Passion for theater arts education and a commitment to fostering creativity, empathy, and self-expression in students.
- Passion for inspiring creativity, promoting artistic excellence, and nurturing talent in young performers.

Physical Requirements

- Must be able to operate a laptop (including keyboard and mouse)
- Work requires visual acuity.
- Must be able to focus on highly detailed tasks for long periods of time
- Must be able to sit and stand for extended periods of time

- Must be able to lift 25 lbs in confined places.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Additionally, all personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Applications will be reviewed on a rolling basis. Interested candidates should submit a resume, cover letter, salary requirements and three references. Salary will be determined by placement on the Bishop O'Dowd Faculty Salary Schedule.

Pre-employment background screening is required for all positions.

For more information on Bishop O'Dowd High School, please see our website at: <http://bishopodowd.org>.

Bishop O'Dowd High School is an equal opportunity employer and does not discriminate in its employment policies and procedures. It follows the Diocese of Oakland's policies prohibiting illegal harassment, retaliation or discrimination. However, as a Roman Catholic high school with a stated mission, goals and objectives that clearly reflect the teachings and educational philosophy of the Diocese of Oakland, Bishop O'Dowd High School reserves the right to require all current and prospective employees to commit to carry out their duties and responsibilities in a manner that clearly and unconditionally demonstrates support of and respect for the school's mission and Catholic identity. Persons who in good conscience are unable to agree to this commitment should not seek or accept employment at Bishop O'Dowd High School.