



GORDON SCHOOL

The Gordon School is a racially diverse nursery through eighth grade, all-gender, independent school in East Providence, Rhode Island. Child by child, the Gordon School community cultivates successful students by inspiring joyful learning, encouraging intellectual leadership, fostering an empathic spirit and stimulating a drive for positive societal impact.

JOB OPENING PART-TIME AFTER SCHOOL THEATER DIRECTOR

Overview

Founded in 1910 as the Open Air School by pediatrician Dr. Helen West Cooke, Gordon was Rhode Island's first non-public all-gender school. In 1963, the school moved to its current twelve-acre site in East Providence and remains true to its progressive roots, instilling "the true spirit of joyous work" and holding fast to the belief that "mind and heart should be educated with equal care."

Today, Gordon is a racially and socio-economically diverse nursery through eighth grade independent school with an enrollment of 365 students, renowned nationally for a multicultural curriculum and a commitment to equity, inclusion and social justice. The mission is embraced by all members of the community and is championed in all aspects of school life, inspiring and informing daily decisions as well as long-term strategy.

Gordon's nursery to eighth grade model best serves the educational, social and emotional needs of children by allowing students to connect across grade levels, promoting a school-wide sense of community, cultivating leadership in children of all ages and making key social skills like courage and compassion essential elements of the day-to-day experience.

Gordon's curriculum focuses on developing intellectual leadership by leveraging a child's natural imagination, creativity and inquisitive nature. Students are challenged and inspired to be active participants in their own education, and faculty and staff strive to develop deep and meaningful relationships with each child and family.

The Wales Theater and Performing Arts at Gordon

Built in 2014 to accommodate a growing performing arts program that had become one of the centers of school culture, the Wales Theater is a 2000-square-foot modular space that functions as a concert hall, a meeting and assembly room, an art gallery and a fully equipped black box theater. It is also the creative heart of the school, surrounded by music classrooms and two light-filled visual art studios. Gordon's approach to creativity holds a central truth: that every student is capable of, and deserves to find, their voice through creative expression.

Theater and performance at Gordon begin with creative play, music and movement in Early Childhood, and becomes more formal in Lower School, with an after school musical open to all and performed for the Gordon community. In Middle School, opportunities for performance abound: there are theater classes during the day, an after school play and a full-scale musical, and a series of open mic nights, known as No Fear Fridays, throughout the year.

By eighth grade, every student has had a chance to find their voice, through art shows, engineering challenges, full-scale theater productions, solo presentations and musical ensembles ranging from all-percussion to a cappella.

The opportunity

Gordon is excited to launch a search for an After School Theater Director position. This is a part-time role and the hours for this position will be 1:30 - 5:45 pm.

Gordon is seeking a warm, creative, culturally competent, artistic leader to manage all components of our theater program. The After School Theater Director is a hands-on job. Ideally, the person in this role should be an exuberant educator committed to maintaining a safe, organized, and positive environment for learning in which students are encouraged to take creative risks while collaborating constructively with each other. The director should have excellent organizational and troubleshooting skills and demonstrate a commitment to excellence in every aspect of their work.

A day in the life of the After School Theater Director

The Theater Director position presents an exciting opportunity for a creative leader and lifelong learner to touch and impact the development of student voice and performance.

On any given day, you might find the Theater Director...

- Supporting the management of the theater calendar to ensure that the use of space is maximized across the school
- Ensuring that the costume closet and the theater space are prepared for the various rehearsals that may occur on a given day.

- Managing a theater full of enthusiastic third and fourth graders after school to rehearse for their annual musical production.
- Coordinating a volunteer schedule for caregivers who would like to support the Middle School musical
- Leading a team meeting for the theater production team in preparation for an upcoming show
- Ensuring the theater is a warm and welcoming space for performing arts students, families and faculty

Key responsibilities

Production management

- Manage technical and production aspects for all school-wide music performances and events.
- Manage production staff to include the assistant director, musical director and parent volunteers

Space

- Support the management of technical equipment, furniture and storage in the Theater, ensuring they are kept in good condition.
- Maintain an organized costume closet.
- Ensure safe and equitable working practices are followed.

Performing arts programming

- Direct or produce three student performances a year: the third and fourth grade musical, the Middle School play and the Middle School musical.
- Oversight of management, lights and sound and other back of house technical and design responsibilities for all theater productions.
- Create and manage production calendars for major theater productions and music events and communicate calendars and schedules to students, families, artistic collaborators, facilities staff and volunteers.

Administrative

- Manage the after school theater budget.
- Develop and maintain archival paperwork for all repertoire and performances.
- Manage and organize systems for scheduling and calendar management for all performing arts performances and events.

Leadership and personal qualities

- A visionary leader with the knowledge, ingenuity, fortitude, passion and decisiveness necessary to build trusting relationships and to advance Gordon's mission.
- An enthusiastic commitment to Gordon's multicultural curriculum and progressive pedagogical approach.
- High cultural competency and racial literacy, and a demonstrated commitment to diversity, equity, inclusion and belonging.
- A professional, collaborative, team-oriented style characterized by empathy, flexibility and grace.
- A genuine appreciation of and respect for children and an energy and enthusiasm for all aspects of school life.
- Warmth and a good sense of humor; patience and persistence; sense of curiosity and a love of learning.
- The desire and ability to work collaboratively, to innovate, and to be part of a team.

Professional qualifications

- A Bachelor's degree or its equivalent in theater, design, production or theater or arts management, theater or arts education or a related field preferred.
- A minimum of five years of experience in theater or music education or event and production management.
- Experience directing plays and musicals, preferably with young people.
- Working knowledge of the technical aspects of theater: construction and set design, lighting design, audio and sound, and stage safety.
- Prior teaching experience, particularly with elementary and early adolescent students.
- A deep understanding of progressive and antiracist pedagogy, multicultural curriculum, and the developmental needs of children.
- A capacity for strategic thinking with the ability to look to the future, anticipate needs, develop new initiatives and implement short- and long-term plans.
- Excellent writing, editing and oral communication skills and demonstrated skill in communicating and engaging effectively with a wide range of constituencies.
- Impeccable organization and project management skills.
- Experience managing budgets, calendars, finances, and people.
- Knowledge of Google Suite, Microsoft Suite (Word, PowerPoint, Excel) required.

Compensation and benefits

The salary for this position will be commensurate with experience. Gordon employees enjoy a competitive employee benefits program including medical, dental and vision coverage, life insurance, long-term disability insurance, flexible spending accounts, retirement plan contribution, and voluntary supplemental life insurance and long-term care coverage.

As an equal opportunity employer, Gordon School is committed to providing employment opportunities to all qualified individuals and does not discriminate on the basis of race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, genetic information or characteristics, or any other basis prohibited by applicable law.

Gordon strongly encourages people from backgrounds historically underrepresented in independent schools to apply, particularly people of color and LGBTQIA+ educators.

How to apply

Interested and qualified candidates should submit the following materials::

- A cover letter describing why you are interested in working at Gordon and how your talents and experience are a fit for this position. *Your cover letter should clearly outline your understanding of Gordon's mission, its educational philosophy and how it aligns with your own educational philosophy.*
- A current résumé.

Please send your materials electronically in one email and as separate PDF documents to: Alethea Dunham-Carson, Assistant Head for Teaching and Learning at adunhamcarson@gordonschool.org.

No phone calls, please.