



# BISHOP LYNCH HIGH SCHOOL

## Technical Theater Director Job Description FLSA Status: Exempt

### MISSION

Faithful to Catholic Tradition and to our Dominican heritage of scholarship and service, Bishop Lynch High School promotes the development of the total person by bringing together a diverse community in a rigorous college preparatory environment where students are taught to strive for excellence, seek truth, and work for justice in the world.

### SUMMARY

Bishop Lynch High School is looking for an outstanding teacher with a passion for advancing the evangelizing mission of Catholic education and Bishop Lynch High School by continuing the success of the Technical Theater program. In addition to teaching, the Technical Theater Director will have the responsibility for the technical operations of the McGonigle Theatre and Blackbox Theater, including lighting, sound, props, set design and construction for all student fine arts performances. Reporting to the Director of Fine Arts, the Technical Theater Director is charged with teaching Technical Theater classes, tech directing productions, and working closely in collaboration with Musical Theater and Theater Directors and the Director of Fine Arts to promote and advance the Theatrical Arts at Bishop Lynch High School.

A Technical Theater Director is responsible for the implementation of the goals of Catholic education as outlined in *The Holy See's Teaching on Catholic Schools* (Archbishop Michael Miller):

- Inspired by a Supernatural Vision
- Founded on a Christian Anthropology
- Animated by Communion and Community
- Imbued with a Catholic Worldview
- Sustained by Gospel Witness

Qualified candidates will be driven and inspired by the mission of Catholic schools to form young men and women in a high school setting “who will be good citizens of the world, loving God and neighbor and enriching society with the leaven of the gospel, and who will also be good citizens of the world to come, thus fulfilling their destiny to become saints” (Miller, p. 20).

### RESPONSIBILITIES

#### General teacher duties:

- Serve as a positive role model for students and supporting the school's mission statement.
- Develop lesson plans, class activities, homework, and assessments that facilitate active learning and adhere to Bishop Lynch curriculum standards.
- Complete all required reports, records, graded classwork, and documents in a timely manner.
- Provide appropriate and timely feedback on student work by maintaining accurate and complete records of students' performance and growth.
- Engage in ongoing professional development.
- Establish and maintain respectful communication with parents, students, administrators, and co-workers.
- Manage student behavior in the classroom by establishing and enforcing rules and procedures in accordance with the rules of the Bishop Lynch Student Handbook.
- Participate in department, school, and parent meetings.

- Participate in extracurricular activities such as department service projects, social activities, sporting events, and student organizations as directed.
- Participate in school liturgies and assemblies.
- Collaborate with other departments for interdisciplinary learning opportunities.
- Collaborate and work effectively with other members of the Fine Art Department to analyze student growth and make curricular modifications accordingly to ensure student success.
- Actively support and embrace the house system by serving as a mentor or co-mentor.
- Some evening and weekend hours are required, especially during theatrical and fine arts performances.
- Perform other duties and responsibilities as assigned by the Director of Fine Arts.

**Classrooms** (Scene Shop, McGonigle Theatre, Blackbox Theater)

- Teach Technical Theater curriculum, including introductory levels and advanced levels.
- Update and develop technical theater curriculum as needed.
- Team teach/collaborate in technical theater classes with other instructors as needed to provide safety, curriculum support, learning, and time efficiency.

**Productions** (One Act Play, musical, spring play)

- Hold timely production meetings with One Act Play, musical, and other directors, to provide production schedules, timelines, and deadlines for each production.
- Establish a production calendar.

**Set**

- Set design/collaborate on One Act Play design, spring musical design, and spring play design.
- Organize, plan, build, strike, and manage set construction using Technical Theater classes and other resources.
- Coordinate the moving of set pieces, props, and materials to and from local storage facility in a timely manner.

**Light**

- Provide light design/collaboration on all theatrical productions in both the McGonigle Theatre and Black Box Theater.
- Provide/establish basic lighting design and simple board operation for dance recitals, choir recitals, and band recitals.
- Upkeep of lighting instruments (i.e., bulbs, focus, gel), including inventory, safe handling, ordering replacement instruments, for the McGonigle Theatre and Black Box Theater.

**Audio**

- Provide audio design/collaborate on all theatrical productions in both the McGonigle Theatre and Black Box Theater.
- Provide/establish basic audio and simple board operation for dance recitals, choir recitals, and band recitals.
- Upkeep of audio equipment and technical booth (i.e., microphones, body mics, sound board, etc.) including inventory, safe handling, ordering replacement instruments, for the Catholic Foundation of Performing Arts Center (McGonigle Theatre, Black Box Theater, Monsignor Weinzapfel Atrium).
- Oversee the technical training of staff, faculty, and students on audio visual equipment when necessary.

**Theater Maintenance**

- Develop and maintain ongoing safety operations and standards of material safe handling (including rigging systems, flooring, drapery, etc.).
- In collaboration with the Director of Fine Arts and Bishop Lynch Facilities, inspect the Catholic Foundation of Performing Arts Center annually, assessing physical needs, repairs, and upgrades.

**Qualifications include:**

- Personal and professional commitment to the ministry of Catholic education and missionary discipleship.
- Bachelor's or Master of Arts degree in Technical Theater or related discipline.
- 3+ years of professional theater experience or educational theater required.
- 12 college credit hours in Education required (or ability to earn these credits)
- Demonstrated competency in Theater Arts with knowledge of curriculum and instruction.
- Understand the design aspects and construction within all areas of technical theater.
- Extensive knowledge of audio, lighting, and theatrical set design and production is required.
- Knowledge of set construction practices, materials, and equipment is required.
- Knowledge of theater maintenance and safety operations, including rigging systems is required.
- Commitment to being a supportive, respectful, and energetic colleague.
- Ability to instruct students and manage their behavior while maintaining a professional manner.
- Must possess clear communication skills, strong work ethic, and excellent organizational skills.

**Working Environment:**

- Ability to lift, push or pull objects up to 50 pounds using appropriate tools.

Qualified candidates should email resume to [resume@bishoplynch.org](mailto:resume@bishoplynch.org).