

3/19/2020



The St. Paul's Schools is pleased to announce an opening for a full-time **Assistant Technical Director & Theater Manager** for the 2020-2021 school year.

School Overview

The St. Paul's Schools is a family of independent schools located in Brooklandville, Maryland. With more than 1,400 students from ages 6 months to grade 12, St. Paul's Pre and Lower School (coed), St. Paul's School for Girls, and St. Paul's School for Boys share a 120-acre campus, an Episcopal affiliation, and a focus on developing confident, well balanced students who will use their education and ethics to improve the world. In July 2018, the schools unified under the umbrella of The St. Paul's Schools, with a single board of trustees and one president, but each school retains its individual traditions and its gender-specific programs. A coordinated structure allows The St. Paul's Schools to preserve the small-school feel within each school while sharing resources and certain programs to maximize opportunities for students. With St. Paul's unique model, boys and girls are taught together and separately at just the right times in their development.

Our robust arts program serves grades preschool through 12th grade, including programming for our St. Paul's Pre and Lower School, St. Paul's School for Boys and St. Paul's School for Girls, as well as auxiliary Dance, Music, Visual Arts, and Theatre offerings during the regular school year and summer.

Position Description

The primary responsibility of the position is to oversee all community events in the Ward Center Theater including assemblies and guest speakers. The Assistant Technical Director would also be expected to design and complete at least *two* areas of design including but not limited to lighting, sound, set, and/or costumes for each performing arts production. This position will work as a member of the production team, collaborating closely with production directors for all Ward Center and other campus performances and exhibitions, including theatre, dance, music, visual arts, and other events.

Hours of employment are varying and regularly include nighttime rehearsals and performances, lasting until late evening during pre-production and performance weeks. In addition, work on some weekends for tech rehearsals for performing arts productions is required.

Primary Responsibilities

- Complete at least two areas of design for performing arts productions
- Oversee the maintenance of technical theatre equipment and the theater spaces, including seats, fly system and backstage areas

3/19/2020

- Coordinate with arts and Facilities employees regarding maintenance of technical theatre equipment in all campus locations, including the arts classrooms, dance studios, black box theater, and the Ward Center
- Recommend items for capital expenses and securing equipment and technical upgrades in the theater and other campus arts facilities as technologies evolve
- Provide technical support for community events in the Ward Center, including non-arts assemblies and guest speakers
- Serve as a supervisor backstage and/or in the lighting and sound booth during performances
- Other duties as assigned

Key Qualifications

- Theatrical design experience is required, as is demonstration of successful artistry via a portfolio submission (digital submission is sufficient)
- Bachelor's degree in a related field is required
- Demonstrated record of success regarding current best practices in "state of the art" lighting and sound design
- Candidate must have good problem-solving skills and be a proactive "team player", with excellent interpersonal skills
- Extensive knowledge of electrical distribution and safe practices
- Be comfortable in making minor repairs to gear and wiring
- Set construction experience and knowledge of shop safety is preferred
- Completed coursework in education is preferred but not required

The Assistant Technical Director and Theater Manager will report to the Dean of the Arts and will work closely in conjunction with the Arts Administrative Assistant. The position is a ten-month contract. Summer work will be stipended.

The St. Paul's Schools are committed to creating a supportive learning environment where all individuals are valued for their unique contributions and are able to achieve their highest potential. We strongly believe that a diverse and inclusive environment is the best learning environment for our students and prepares them to live, work, and thrive in an increasingly global and multicultural community. We reject all prejudice, particularly those based on race, national and ethnic origin, religion, socioeconomic status, gender identity, sexual orientation, and physical characteristics.

Full-time employees are eligible to participate in our comprehensive benefits program which includes, but is not limited to, medical, dental, vision, disability and 403(b). Other supplemental benefits include free lunch, fitness center and tuition remission. Salary is commensurate with experience.

Interested candidates can send their cover letter, resume and list of references to Shannon Duckett, Director of Employee Recruitment and Retention, at sduckett@stpaulsmd.org. The St. Paul's Schools is an equal opportunity employer.