



SHORE COUNTRY DAY SCHOOL

POSITION OPENING: Technical Theater Director
SHORE COUNTRY DAY SCHOOL (Beverly, MA)

Start date: August 2024

Status: 10-month position; Mid-August – Mid June; Full Time 7:45 am – 4:15 pm; On-campus; Comp Time and/or Overtime for external theater rentals.

Reports to: Chief Operating and Financial Officer

To Apply:

Using PDF format, please send a resumé and a cover letter describing how you meet the below criteria to opportunities@shoreschool.org.

Job Summary:

Assists all employees with the facilitation of all Theater programming at an independent Pre-K through 9 school. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability to perform these essential duties. This list is intended to be illustrative but not exhaustive. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this job unless those accommodations would impose undue hardship on the school.

Key Objectives:

- Provides AV technical support for all campus, focusing on the theater
- Provides technical support for all classes taking place in the theater, theater productions and events from assemblies to stage productions; any on-campus school-sponsored events for various departments and school groups
- Coordinates all theater and lobby set-ups and breakdowns
- Assists in leading student stage crew for plays and musicals
- Assists with teaching of theater lighting, sound, and scenic constructions skills
- Maintains theatrical equipment, systems, tools, and maintenance/repair records
- Maintains theater calendar for internal and external uses
- Schedules and manages external rentals of theatre
- Develops positive relationships with children and colleagues
- Participates in all pertinent meetings as needed
- Maintains a healthy, safe learning environment

Other Duties (training provided):

- Teaches Upper School Art electives
- Serves as an Upper School Advisor

Skills and Abilities:

- Shows strong organizational skills
- Take initiatives
- Demonstrates familiarity with theatrical environment
- Demonstrates innovative thinking
- Demonstrates strong customer skills
- Demonstrates attention to detail
- Demonstrates experience with, or interest and willingness to use familiar and unfamiliar tools
- Computer: Macintosh and Windows applications, Google suite
- Works well independently and collaboratively

Communication Skills:

- Ability to effectively listen, respond and present information to students, parents, school employees, and the general public
- Ability to project a positive and professional image at all times

Preferred Education and/or Experience:

Bachelor's degree in a related field required. Technical theater experience in lighting, sound, set construction, and rigging preferred, Experience with hand/power tools and electronics preferred, Experience showing a commitment to working with elementary and middle school children.

Selected Benefits

Workplace:

Shore Country Day School (Boston Metropolitan area) is a Pre-K - Grade 9 independent day school serving students of all social identities. Our commitment to anti-racist and culturally responsive teaching, staff, and administrative practices are the privilege and responsibility of every member of the Shore Community. All employees are supported through mentoring, significant professional development opportunities, and a culture of intentionality for individual belonging and innovation.

- [Video](#) of Shore leaders discussing worklife, courtesy of Strategenius.
- [Employment page with Videos](#) of Shore teachers and students.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters will performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this job, unless these accommodations would impose an undue hardship upon the school.

- The employee has to ascend and descend stairs
- The noise level in the work environment is usually moderate but can be higher than moderate
- The employee will need to lift 25 lbs. to 50 lbs. regularly

In living out our [Equity and Inclusion Commitment](#), we encourage candidates of all backgrounds, abilities, and lived experiences to apply, including candidates of color, candidates who are members of the LGBTQ+ community, neurodivergent candidates, multilingual candidates, and other candidates from historically underrepresented communities.

Equal Opportunity Employer Statement

Shore Country Day School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.