



## ABOUT CATE SCHOOL

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For over 100 years, Cate has been combining the best of East Coast tradition and West Coast energy and innovation in the service of highly motivated, independent-minded kids. Residential life is structured to develop well-being and leadership through the practice of self-discipline and service. In addition to an inquiry-driven curriculum designed to elicit the greatest possible growth in every student, all students participate in an extracurricular program that includes athletics, drama, music, dance, community service, and an extensive outdoor program. With more than 50 honors and advanced courses, the Cate curriculum can meet the demands of the most ambitious students. A typical applicant to Cate has impeccable character, a history of high academic achievement, and is mature, curious, adventurous, and willing to assume responsibility and independence.

### Cate School Facts:

- Total students: 290 (240 boarders/50 day)
- The student-faculty ratio is 5:1 and the average class size is 12.
- Boarding students from outside California: 54
- Boarding students from abroad: 17%
- Students of color: 51%
- Acceptance rate: 16%
- Total financial aid distributed: 4.25 M
- Students who receive need-based financial aid: 28%
- Eighty percent of the 60 faculty members have advanced degrees.
- 14 foreign nations represented: Canada, China, Hong Kong (according to Veracross that's a country), Italy, Japan, Philippines, Saudi Arabia, Singapore, South Korea, Tanzania, Thailand, United Kingdom, Vietnam, Ghana

- 27 States: AK, AZ, CA, CO, CT, FL, GA, IL, KY, LA, MA, MD, ME, MI, MN, NC, NJ, NV, NY, OH, OR, SD, TX, VA, VT, WA, WY

### Job Description for Director and Manager of the Theater

Cate School is committed to attracting and retaining a highly talented and diverse community. We seek applications from candidates who are eager to live among and teach young men and women from all over the world. A small co-educational boarding school on the Central Coast of California, Cate School offers a career opportunity for educators whose priorities and purposes mirror the four pillars of our mission statement--commitment, scholarship, companionship, and service. A small co-educational boarding school, Cate School anticipates and encourages work with our students well beyond the classroom, as faculty members serve as advisors, dorm-parents, coaches, and mentors.

Cate School is proud to be an equal opportunity employer and will not unlawfully discriminate in any manner against any applicant.

Cate School is currently seeking applications from candidates for a Director and Manager of the Theater. The position will formally begin on August 15, 2019.

#### **Position Objectives:**

Director and Manager of the Theatre will be in charge of developing and implementing the theatre program and overseeing the day-to-day operations of the Hitchcock Theater. He/she will produce and direct two to three main stage productions per year, encourage/support student productions, and supervise all auditorium events including scheduling, set-up, presentation and strike (tear down).

**Essential Duties:** Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

- Design and conduct recruitment/outreach programs to attract new and retain current theatre participants
- Partner effectively with an adult assistant and with students who are interested in student-directed productions.
- Select script for production in consultation with the headmaster.
- Assign and oversee non-performing students to backstage production tasks, such as constructing, painting, moving scenery, managing properties and costuming, operating stage lighting and sound equipment, and operating the stage counter-weight system.
- See that all royalties, rental fees, and other fees/bills associated with a production are paid and maintains an accurate record of all expenses and receipts.
- Submit budget needs annually to the Assistant Head for Finance and Operations in accordance with established timelines and guidelines and orders all supplies and materials necessary for theatre-related activities in accordance with established district procedures and budget allocations.
- Understand and embrace the demands of an extended workday (rehearsals, events, etc.) that require a high level of physical endurance.

- Knowledge and expertise with construction and set design, lighting design, stage rigging, audio and sound reinforcement, stage management/or production management, and clear understanding of professional standards of stage safety.

### **Communication Skills**

- Strong communication, public relation, interpersonal, and collaborative skills.
- Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
- Ability to work independently with minimum supervision.
- Ability to use independent judgment and demonstrates initiative to act without being asked.

### **Education and Experience**

- minimally a BA and priority given to candidates with a masters
- single subject teaching certification, MA, or MEd preferred
- relevant teaching experience in a high-achieving, college-preparatory environment
- knowledge of relevant technology and ability to use a learning management system

### **Key Competencies**

- self motivation
- high energy level
- verbal and written communication skills
- attention to detail
- high work standards
- problem solving
- decision making
- organizing and planning
- learning orientation
- critical thinking
- stress tolerance
- flexibility and adaptability
- initiative

Interested candidates should send a CV and two letters of reference to Jay Dorion, Assistant Headmaster, at [jay\\_dorion@cate.org](mailto:jay_dorion@cate.org)