



Theater Stage Director

Bellarmino College Preparatory, a Jesuit secondary school, has been educating young “men for others” in the Jesuit tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.

Bellarmino College Preparatory, located in San Jose, California invites applications for a Theatre Stage Director. The Stage Director will produce one theatrical production (musical, drama, or comedy) per school year. The Stage Director is responsible for the artistic vision of the entire production as well as the training and development of student performers. This individual will be part of a collaborative team consisting of students, faculty, school staff, and others. Working at Bellarmine College Preparatory requires a commitment to the mission and values of the school.

Bellarmino complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

Responsibilities:

- Conduct textual analysis, break down a script, analyze & explore the content. Conduct relevant research
- Select scripts/productions appropriate for our wide community (students, parents, alums, faculty/staff, and neighbors), with plentiful opportunities to grow, develop & stretch our student performers, and align with the mission & values of our school
- Interpret a script or musical score for blocking, staging, and character development
- Manage auditions and call-backs to build a cast
- Develop a rehearsal calendar, including personnel, space, and equipment needs. This calendar will be built with the understanding that our performers are students first and therefore rehearsal time will be somewhat limited
- Select and supervise 2-3 student Assistant Directors
- Work closely with student Stage Managers to manage rehearsals and disseminate information
- Cultivate the acting skills of the students cast in the production, including character development
- Organize rehearsals to ensure both timeliness and proper workload
- Collaborate with the students and staff of the Production and Artistic Team(s)
- Communicate with all parties involved, including actors, the creative team, the production team and producers; This includes attendance at bi-weekly production meetings
- Attend technical rehearsals preparing and disseminating detailed production/rehearsal notes for the cast and for the creative and production teams
- Attend (7) performances preparing and disseminating performance notes to both cast and crew
- Other duties and/or projects as may be assigned

Minimum Qualifications/Skills:

- BFA/BA in Acting, Directing, Musical Theatre, or Performance
- 5 years' experience working as a Stage Director. Additional experience as an actor, assistant director, designer stage manager, or producer is a plus
- Creativity, persuasiveness, and a willingness to take artistic risks
- Excellent verbal and written communication skills, including the ability to express ideas and oneself clearly and concisely, and successfully interact with internal and external constituents
- Strong interpersonal, team, and leadership skills; professionalism and flexibility in working with diverse constituent groups
- Self-motivated along with demonstrated ability to motivate and inspire others
- Exhibit a team-first attitude while also being able to care for the individual

- Express an awareness and understanding of technical issues, the workings of a theatre, and the process of performance & acting
- Sound judgment, the ability to analyze problems quickly and accurately, and the ability to develop practical and effective solutions to solve a variety of problems
- Knowledge of relevant health and safety guidelines legislation and procedures
- Broad, in-depth knowledge of character development, textual analysis, and acting technique
- Demonstrated acute attention to detail and outstanding follow-up skills
- Self-directed with proven ability to assume responsibility, work independently, and move work/projects to completion with minimal supervision
- Ability to prioritize and complete tasks/assignments/projects within established time frames, including the ability to stay focused and manage multiple projects simultaneously
- Working knowledge and proficiency with Microsoft Office applications, and the ability to operate all other applicable software
- Ability to perform the job safely with respect to others, property, and individual safety

Preferred Qualifications:

- Experience as Stage Director at the High School level
- Experience as Stage Director in Musical Theatre
- Additional training in creative/performing arts, drama/theatre studies, English Lit, music

Physical Requirements:

- Ability to lift/carry up to 25 pounds regularly, using proper lifting techniques
- Ability to lift/carry between 25 and 50 pounds occasionally, using proper lifting techniques
- Ability to sit, stand, stoop, walk, bend, twist, use hands to finger, reach with hands and arms, kneel, crouch, crawl, climb, twist, push, balance, and climb a ladder (or other similar stepping aid) as needed
- Ability to travel comfortably and safely around our campus as needed
- Ability to read information in printed material and/or on a mobile device/laptop/computer screen

General Information:

- This position is classified as Supplemental/Temporary, Part-Time
- This position is not benefits eligible
- Expected work hours to be on average 20 hours per week, mostly in the afternoons and early evenings; Occasionally, may need to work evenings and/or weekends as necessary
- Reports to Theatre Department Chair

To Apply Online: Please complete the *Bellarmino Faculty Application Form* located on our [employment web page](#) under Employment Applications and send along with a resume and cover letter to hr@bcp.org, indicating "Theater Stage Manager" in the subject line of the e-mail.

To Send by Mail: Bellarmine College Preparatory
Attn: Human Resources
960 West Hedding Street
San Jose, CA 95126

Bellarmino College Preparatory is an Equal Employment Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religious creed, ethnicity, sex, national origin, ancestry, sexual orientation, gender identity, genetic information, disability, medical condition, age, protected veteran status, marital status, or any other basis protected by law.
