

# Notre Dame

H I G H S C H O O L

Grades 7 - 12

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**Notre Dame High School** is a co-educational Catholic secondary school sponsored by the Sisters of Mercy of the Americas. Notre Dame is a college preparatory school and is currently seeking to fill the position of **Theater Director** for the 2018-19 school year. The Theater Director is responsible for producing and directing two shows each school year: A fall musical that includes students from grades 7-12, and a spring play that includes students from grades 9-12. If applicable, the Theater Director may be asked to provide technical assistance to other events happening in the school auditorium throughout the school year. The Theater Director is expected to manage all aspects of the two productions including but not limited to:

- *Maintenance of all expense records and submit receipts*
- *Coordinate and manage parent volunteers*
- *Audition students & assign roles*
- *Create and coordinate rehearsal schedule*
- *Teach acting principals and techniques*
- *Direct and manage stage crew*
- *Oversee proper organization and storage of all school owned property and equipment*
- *Organize, plan and direct the respective play*