

J**ob Title:**  Director of Performing Arts and Theatre Director

**Office or Division:**  Upper and Middle School

**Reports To:**  Head of Upper School

**Effective Dates:**  2025-2026 school year (12-month, FTE 1.0)

Founded in 1982 by a group of local entrepreneurs as Columbus’ first coeducational independent school, The Wellington School is dedicated to helping students find their purpose and realize their potential for tomorrow’s world. Students in preschool through grade 12 have freedom to delve into interests that spark their curiosity, all while building a solid academic foundation through challenging and engaging curriculum. We believe that every form of diversity makes us stronger and strive for each member of our learning community to share their individual voice and have a deep sense of belonging.

**Mission**:
We help students find their purpose and realize their potential for tomorrow's world.

**Values**:

Be Curious
Be Yourself
Be Ambitious
Be Empathetic
Be Responsible

**Director of Performing Arts and Theatre Director**

The Director of Performing Arts and Theatre Director will lead Wellington's dramatic arts programming and productions for middle and high school students, collaborate with performing arts faculty, and coordinate the performing arts department, which includes band, choir, and orchestra directors. This role ensures that students develop their skills, creativity, and appreciation for the arts while fostering a positive and inclusive community. The Director is committed to producing high-quality, engaging productions that reflect the talents of the school community and elevating the theater program to new levels of excellence. As a critical partner to the Head of School and division heads, this role emphasizes integrating the school’s mission into every facet of performing arts and envisioning the future for performing arts at Wellington.

**Key Responsibilities**

**School Productions**

* Direct and oversee at least two major upper school productions (fall and spring) and one middle school production (spring).
* Manage all aspects of productions, including student recruitment, casting, rehearsals, and technical elements such as props, sets, costumes, and lighting, to ensure high quality performances.
* Communicate schedules, rehearsals, and facility use with parents, staff, and administration.
* Coordinate the oversight, scheduling, and use of the Blanchard Performing Arts Center (BPAC), a state-of-the-art 400-seat theater.
* Supervise staff and volunteers involved in productions and programs.
* Develop additional performance opportunities within the school and local community.
* Bring innovative ideas to productions and programs to elevate the quality and reputation of the theater program.

**Teaching**

* Teach engaging and innovative upper school electives in Speech and Theatre, with the potential to expand to middle school drama electives.
* Deliver instruction that inspires creativity and passion for performance.

**Advising**

* Serve as an advisor to upper school students, offering guidance on academic and personal development.
* Maintain open communication with parents and caregivers to support student growth and success.

**Performing Arts Coordination**

* Collaborate with band, choir, and orchestra directors to ensure a cohesive and aligned performing arts program.
* Oversee the annual performing arts budget.
* Pursue ongoing professional development aligned with the school's mission and goals.

**Additional Responsibilities**

* Perform other duties as needed.

**Minimum Qualifications**

* Bachelor’s degree in Theatre or a related field.
* Experience with theater productions and strong knowledge of theatrical production processes.
* Familiarity with effective methods for teaching acting and theater.
* Ability to inspire and motivate students while fostering respect.
* Demonstrated expertise in:
	+ Culturally competent teaching practices.
	+ Creating a positive, inclusive classroom environment.
	+ Differentiating instruction to meet diverse student needs.
	+ Assessing and documenting student growth through observations and assessments.
	+ Planning and implementing integrated, innovative curricula.

This position calls for a forward-thinking, collaborative, and enthusiastic leader with excellent organizational and communication skills. The ideal candidate will have a passion for the performing arts and a vision for advancing the program to new heights, offering students transformative experiences through high-quality, inspiring productions.

**Benefits:**

* Warm and welcome culture and opportunities to participate in school life
* Medical, dental, and vision insurance
* Paid maternity leave
* 403b retirement and contribution match after one year of employment
* Paid time off, sick days, and bereavement time
* Wellington tuition remission (50%)
* Free fresh daily lunch during the school year with accommodations for dietary restrictions and preferences
* Free parking

Candidates should apply [here](https://apply.workable.com/the-wellington-school/j/5ABBED9A1D/) by January 31, 2025. All candidates should include:

* Cover Letter
* Resume

We believe every person plays a role in making Wellington a diverse, equitable, and inclusive place to learn, teach, and work. We seek to attract culturally and academically diverse faculty and staff who thrive on being engaged participants in our vibrant, innovative educational community. We embrace diversity and do not discriminate on the basis of race, color, religion, gender, disability, sexual orientation, age, or national or ethnic origin in the administration of our admission policies, financial aid, or employment.

More information can be found at <http://www.wellington.org/about/employment>