



Conservatory Director

Musical Theatre

Orange County School of the Arts (OCSA) is an award-winning public charter arts school located in Santa Ana, CA, celebrated for its unparalleled, rigorous academic program and pre-professional arts training. Over the past three-and-a-half decades, the school has molded generations of creative thinkers, artists, scholars, innovators, and entrepreneurs.

Under the supervision of the Assistant Principal of Arts, the Director of Musical Theatre (MT) is responsible for the development and direction of the Musical Theatre Conservatory in order to achieve the school-wide mission of creating a creative, challenging, and nurturing environment that offers students unparalleled preparation for higher education and a profession in the arts.

PRIMARY RESPONSIBILITIES:

- Collaborates with the Assistant Principal of Arts to develop strategic growth and development plans for all aspects of OCSA's Musical Theatre Conservatory
- Manages MT budget and oversees administrative duties
- Develops and oversees curriculum and assessments, including student class placement
- Oversees all aspects of MT performances, showcases and recitals
- Hires, supervises, evaluates and supports conservatory faculty and staff
- Mentors MT students and supports them in reaching their highest potential as musical theatre performers and young MT professionals
- Communicates effectively with parents, students, faculty, and colleagues
- Organizes and conducts the MT student admission process
- Conducts open house presentations for prospective students and parents
- Manages MT community outreach events, special projects, arts partnerships, and guest artist relationships
- Participates in school meetings and professional development activities
- Teaches in the conservatory program as schedule allows

QUALIFICATIONS:

- The ideal candidate possesses a technical and practical understanding of the world of musical theatre, which may also include a background in acting, voice, music direction, stage direction, and production. The Director of Musical Theatre must have professional experience with a recognized record of achievement.
- Candidates should be familiar with current educational practices and have an established commitment to teaching and curriculum development in all fields related to musical theatre.
- The ideal candidate must excel at administrative procedures including budget management, scheduling, and strategic planning. He/she will need to work at a high level of independence. Applicants should be strong leaders with a clear vision for growth and effective communication skills.
- Ability to demonstrate effective leadership; manage multiple tasks; analyze situations accurately and adopt an effective course of action; meet schedules and timelines; maintain confidentiality of privileged information.
- The ideal candidate will have a general understanding of marketing and social media, and strong computer skills, including competency in Microsoft Excel, Word, and PowerPoint.



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EDUCATION / EXPERIENCE:

A Master's degree or equivalent professional experience in theatre; demonstrated experience in arts education. A valid California's Driver's License is required.

WORKING CONDITIONS:

School environment; occasional irregular hours due to the school's performance and events schedule. Direct contact with students and parents; collaboration with the administrative team. Regular attendance is considered an essential job function; the inability to meet attendance requirements may preclude the employee from retaining employment.

SALARY / BENEFITS:

Work year: 215 work days

Salary: Selected candidate will be asked to serve on a part-time basis at the rate of \$50.00 per hour until June 30, 2023 to effectively transition alongside OCSA's current Director of Musical Theatre. Effective July 1, 2023, candidate will be placed on the Director Salary Schedule beginning at \$85,496.12+, commensurate with education and experience.

Benefits: Health, vision, and dental plans and State Retirement Plan

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.