

POSITION DESCRIPTION



The Cathedral School
of St Anne & St James
TOWNSVILLE

ROLE TITLE:

Production Director

Part-time term-time (22 hours per week)

REPORTS TO:

Luke Baills (Principal)

Tonia Gloudemans (Deputy Principal – Teaching, Learning, and Innovation)

Bonnie Nicholas (Head of The Arts Department)

INDUSTRIAL AGREEMENT:

The Queensland Anglican Schools Enterprise Agreement

CLASSIFICATION:

School Officer

Level 3

APPLICATION CLOSING DATE:

Applications will be reviewed as they are received. The School reserves the right to appoint prior to the closing date.

Do you have a passion for theatre and a talent for bringing young performers together to create something extraordinary? The Cathedral School is seeking a Production Director to lead the development and delivery of our school productions, working with students from audition through to final performance. This is a unique opportunity to shape inspiring performing arts experiences while contributing to a vibrant and supportive school community.

Working alongside our dedicated Performing Arts team, you will guide the artistic vision of productions, coordinate a talented production crew, and help students develop confidence, teamwork, resilience and a love of performing. If you are an experienced director who thrives in a collaborative environment and is passionate about nurturing young people, we would love to hear from you.

ORGANISATIONAL ENVIRONMENT:

The Cathedral School is an Anglican co-educational school of approximately 1200 students from six weeks old to Year 12 including 170 boarding students from Years 7 to 12.

PURPOSE AND MISSION:

Inquisitive minds. Kind hearts. Purposeful futures.

We strive to create a community where every student is supported and empowered to reach their potential, developing confidence, curiosity, and agency to shape their own learning within a caring and connected environment. Students are encouraged to grow not only as individuals but as engaged, connected, and responsible citizens who contribute to a shared purpose and the common good. We invite them to meet challenges in the way our founders intended – with love, courage, determination, service, and faith in God.

In this way, we nurture *inquisitive minds* to think deeply, *kind hearts* to act compassionately, and *purposeful futures* to be lived with meaning, hope, and resilience, honouring the vision that has united our Cathedral community for more than a century.

VISION:

Futures shaped by purpose, passion, and character.

We will achieve our vision of shaping futures by:

- Nurturing purpose, so that every member of our community knows who they are, what they value, and how they want to contribute:
- Embracing passion, so that lives are enriched with growth, balance, and joy:
- Developing character, through living the Gospel and building Christian community:

Our vision and mission bring together what we want all members of The Cathedral School community to know, love, and become.

ORGANISATIONAL EXPECTATIONS:

All employees are expected to conduct themselves professionally, ethically and responsibly in a manner that upholds the ethos and reputation of the School. Employees must treat students, families, colleagues, contractors, volunteers and the wider school community with courtesy, fairness and respect, and contribute to a safe, inclusive and child-safe environment.

Employees must comply with the School's policies, procedures, lawful and reasonable directions and organisational practices, including the Staff Code of Conduct – Student Safety and Wellbeing, Student Safety and Wellbeing Manual, Dress Code, Work Health and Safety requirements, privacy and confidentiality obligations, and mandatory training relevant to their role.

Employees must perform their duties to the best of their ability, be accountable for their conduct, decisions and performance, act honestly and in good faith, work collaboratively, and contribute positively to the School community.

The Cathedral School is committed to the safety, welfare and wellbeing of children and students. Employees must promote and protect student safety, maintain appropriate professional boundaries, exercise duty of care and supervision, and promptly report concerns, allegations, disclosures, risks or breaches in accordance with school procedures and applicable legal requirements.

Employees must complete annual induction and mandatory training, follow school procedures, take reasonable steps to prevent foreseeable risk of harm, and escalate concerns where a student's safety, welfare or wellbeing may be at risk.

As a condition of employment, employees must hold and maintain all qualifications, registrations, suitability clearances and authorities required for their role, including, where applicable, Queensland College of Teachers registration, a current Suitability Notice (Blue Card), National Police History Check, First Aid and CPR certification. Proof of qualifications will be required prior to commencement.

Employees must ensure they are fit for duty, take reasonable care for their own health and safety and the health and safety of others, and comply with work health and safety legislation, risk management processes and incident reporting requirements.

Confidential, personal and sensitive information obtained through employment must only be accessed, used, stored or shared for legitimate school-related purposes. Employees must not disclose information to unauthorised persons or use it for personal advantage, to benefit another person, or in a way that may cause harm or detriment to any person, body or the School.

Employees must communicate professionally, respectfully, accurately and in a timely manner, use approved school systems and processes where required, and maintain appropriate confidentiality in all dealings with students, families, colleagues and external parties.

Employees may be required to undertake duties outside their usual role or specialism, provided those duties are lawful, reasonable and within their skills, competency and capability. This position description is a guide only and is not intended to be an exhaustive list of duties.

PRIMARY ROLE PURPOSE:

The Production Director provides the artistic and operational coordination for the school's staged productions, alternating annually between the Junior School Production and the Middle and Senior School Production. The role involves shaping the production's vision; contributing to the selection of the script; coordinating the production team; and ensuring rehearsals and performances are carried out safely, professionally, and to a standard that reflects the school's values and community expectations.

The Production Director works collaboratively with Performing Arts staff, the production team, students, families, contractors, and school support teams (e.g. Facilities, IT, Marketing/Media) to deliver a production that is educationally valuable, inclusive, and well-managed. The role follows established school processes and involves after-hours rehearsals and weekend commitments. General supervision and guidance are provided by the Head of Department – The Arts.

This is a part-time term-time position, working 22 hours per week during the school term. Additional hours may be required during peak production periods, including in the lead-up to performances and on performance days. Any additional approved hours worked beyond the ordinary 22 hours per week will be accrued as time in lieu and taken at a mutually agreed time, in consultation with the Head of Department – The Arts and in accordance with school procedures. Additional hours will not be paid as additional remuneration unless approved in advance.

RELATIONSHIPS AND AUTHORITY:

The position is responsible to the Deputy Principal – Teaching, Learning, and Innovation through the Head of The Arts Department and is expected to work in consultation with all members of the school. The Employees at this level are responsible and accountable for their own work and may have designated responsibility for the work under their control.

Problems are solved by reference to established practices and procedures, and the application of initiative or judgement in applying them or by reference to the Head of The Arts Department.

The position involves communication via telephone, email, correspondence or in person with staff, students, and parents.

Experienced employees may be required to provide peer guidance and train less experienced staff in their area of knowledge.

SKILLS AND KNOWLEDGE:

ESSENTIAL CRITERIA

The Production Director will be required to meet the following Essential Criteria and actively work towards obtaining the desired competencies, knowledge, and skills.

Qualifications

- Valid Working with Children Check (Blue Card).

Competencies, Knowledge & Skills

- Experience in directing school-aged productions (musical theatre and/or drama).
- Ability to guide and motivate students using effective rehearsal and instructional practices.
- Proven ability to lead and coordinate a multidisciplinary production team and manage competing timelines.
- Strong organisation skills including scheduling, communication, and logistics.
- Understanding of child safety, duty of care, supervision, and safe rehearsal/performance practice.
- Ability to work within an approved budget.
- Ability to demonstrate maturity, flexibility, creativity, and initiative within work role.
- An understanding of work health and safety and anti-discriminatory practices.

Desirable Qualifications, Competencies, Knowledge & Skills

- Experience working with large casts and varied student ability levels.
- Knowledge of performance licensing/copyright processes.
- Confidence collaborating with marketing/media teams to support promotion and audience engagement.

KEY ACCOUNTABILITIES:

ARTISTIC PLANNING AND COORDINATION

- Contribute to script selection by sourcing, reviewing, and identifying suitable script options, considering student age, school values, available resources, and licensing requirements, and presenting recommendations to the Head of Department – The Arts for approval.
- Develop and communicate a clear artistic vision (tone, style, staging, movement, design intent).
- Coordinate production dates with the School calendar (rehearsals, performance season, bump-in/bump-out, tech week, matinee(s)).

TEAM COLLABORATION AND SUPPORT

- Coordinate members of the production team, including assistant producer(s), choreographer, musical director, vocal director, costume designer, set designer, set builder, stage manager, and technical crew.
- Chair production meetings and ensure clear timelines, responsibilities, and communication pathways.
- Collaborate closely with the Head of Department – The Arts and key school leaders regarding expectations, staffing, risk management, and communication processes.

AUDITIONS, CASTING AND STUDENT EXPERIENCE

- Design and run an equitable audition process using established school guidelines (timelines, materials, panels, communication, callbacks).
- Ensure casting decisions are transparent, educationally appropriate, and aligned with inclusion and wellbeing.
- Contribute to a safe, structured rehearsal environment that encourages student confidence and teamwork.

REHEARSALS, PERFORMANCE DELIVERY AND LOGISTICS

- Develop and maintain rehearsal schedules and communication with families.
- Oversee staging, choreography/movement direction, vocal/dramatic performance development, and scene work.
- Work with technical staff to coordinate sound, lighting, projections/video, microphones, backstage operations using established school procedures.
- Maintain duty of care, safety, and supervision expectations throughout rehearsals and performances.

BUDGET, PURCHASING AND COMPLIANCE

- Work within an approved production budget in consultation with the Head of Department – The Arts and assist with cost tracking.
- Coordinate purchases and supplier quotes in accordance with school procurement procedures.
- Follow established WHS and risk-assessment procedures and ensure required documentation is completed.

COMMUNICATION, PROMOTION AND STAKEHOLDER ENGAGEMENT

- Provide clear, timely communication with students and families regarding schedules, expectations, requirements and key dates.

- Liaise with school leadership and relevant staff to coordinate venue arrangements, ticketing and promotion.
- Contribute to a positive, inclusive production culture that strengthens school community connection and pride.

APPLYING FOR THE POSITION

Applicants wishing to apply for the position are required to submit a **cover letter** and **resume** outlining their experience providing 3 work references to which the school can contact. We will assess applications as they arrive, so please apply today!

All staff at Cathedral are expected to support the philosophies of the school, must either hold or be able to obtain a Blue Card and/or be registered with the Queensland College of Teachers. Applicants will be subjected to blue card screening, referee checks, identification verification, and will be required to disclose any information relevant to their eligibility to engage in activities involving children and young people.