

Job Title: Theater Producer

Department: Performing Arts

Location: Berks Catholic High School

Reports To: Principal / Theater Director

Employment Type: Stipend-Based (as appropriate)

Start Date: Sept 2025-March 2026

Position Overview:

Berks Catholic High School, a Catholic high school committed to the development of the whole person—mind, body, and spirit—is seeking a dedicated, organized, and faith-aligned **Theater Producer** to oversee and manage the production of school theater performances. The Theater Producer will collaborate with faculty, students, and community members to bring high-quality productions to life while upholding Catholic values and fostering a supportive and inclusive environment.

Key Responsibilities:

- **Production Management:** Oversee all logistical aspects of theater productions, including scheduling, budgeting, securing performance rights, and coordinating with directors, designers, and volunteers.
- **Collaboration:** Work closely with the theater director, music director, technical director, and school administration to ensure smooth and successful productions.
- **Student Engagement:** Encourage student participation in all aspects of theater, including acting, stage management, set design, costume, and tech.
- **Budgeting & Fundraising:** Manage the production budget responsibly and coordinate fundraising or ticket sales initiatives as needed.
- **Scheduling & Planning:** Secure rehearsal and performance spaces; develop and maintain the production calendar in alignment with the school's academic and liturgical schedule.
- **Mission Alignment:** Ensure that the content and conduct of all productions align with Catholic teachings and the school's mission.

Qualifications:

- Experience producing theatrical performances (school or community theater experience acceptable).
- Strong organizational, communication, and leadership skills.
- Ability to work collaboratively with students, staff, and families.
- Knowledge of Catholic teachings and commitment to upholding the values and mission of Catholic education.
- Availability to work evenings and weekends as needed during production season.
- Completed Clearances and Background Checks required by Berks Catholic High School

Preferred Qualifications:

- Familiarity with high school educational environments.
- Experience in technical theater, budgeting, and production rights.
- Practicing Catholic preferred, but all candidates must support the Catholic identity and mission of the school.

Working Conditions:

- Primarily on-site with extended hours during production periods.
- Must be able to lift and carry items related to production setup (e.g., props, costumes, set pieces).
- Requires flexibility and creativity in a fast-paced, student-centered environment.

Application Process:

Interested candidates should submit the following to jpetruzzelli@berkscatholic.org

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- Resume
- Contact information for 2-3 professional references

Berks Catholic High School is an equal opportunity employer and embraces the mission of Catholic education by nurturing faith, academic excellence, and a commitment to community service.