

Theatre Director  
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=254577>

Downloaded On: Apr. 1, 2025 11:54pm

Posted Mar. 18, 2025, set to expire Apr. 11, 2025

<b>Job Title</b>	Theatre Director
<b>Department</b>	Administrative Services
<b>Institution</b>	San Diego Community College District San Diego, California
<b>Date Posted</b>	Mar. 18, 2025
<b>Application Deadline</b>	04/11/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Fine Arts - Drama/Theater
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6085336">https://apptrkr.com/6085336</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Theatre Director**

**San Diego Community College District**

**Closing Date:** 4/11/2025

**Position Number:** 00120609

**Location:** Continuing Education

**Position Type:**

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Classified

**The Position:**

Posting Details (Default Section)

Closing Date: 04/11/2025 Open Until Filled No Classification Title Theatre Director Working Title Theatre Director Recruitment Limits Location Continuing Education Pay Information *Range 7 (\$8,416.46 - \$13,709.53) per month based on the current [Supervisory & Professional Administrators' Association](#). New employees will begin on step A (\$8,416.46). Promoted or transferred employees will be placed as specified in the CBA and is non-negotiable. The District offers a comprehensive fringe benefit package including employer paid: medical, dental and vision plans; sick and vacation leave; and opportunities for professional development. Initial Salary Placement, Promoted or transferred employees will be placed as specified in the SPAA - Supervisory & Professional Administrators Association Handbook. This position is FLSA Exempt and may not accrue overtime. A temporary probationary period will be applied to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee Collective Bargaining Agreements and Handbooks, and more information about terms and conditions of employment to include salary and benefits. Position Equivalent FTE: 1.0 FTE No. Months: 12 Position Number: 00120609 FLSA Status Exempt (does not accrue overtime) Position Type Classified Bargaining Unit Supervisory & Professional Range 7 Department Administrative Services The Position Applications are currently being accepted for Theatre Director in the (Administrative Services Office), located at (Educational Cultural Complex/San Diego Continuing Education Administrative Services Department). Selected candidate must be willing to adjust work days/hours based on the department's needs.*

From San Diego College of Continuing Education President Dr. Tina M. King:

Established in 1914, San Diego College of Continuing Education (SDCCE) is among the oldest and largest noncredit institutions in the nation, serving approximately 20,000 students annually at seven campuses across the city of San Diego, at various community locations, and online. As the adult education arm of the San Diego Community College District, our students are among the most diverse in California- culturally, ethnically, and educational -and our college is proud to be playing a preeminent role in alleviating poverty in our community.

San Diego College of Continuing Education commits to student success and community enrichment by providing tuition-free, accessible, equitable, and innovative quality education and support services to diverse learners in pursuit of lifelong learning, training, career advancement, and pathways to for-credit colleges. Our programs are specialized to address essential areas of adult education and workforce development, including short-term career training in priority industry sectors; English as a Second Language; basic skills; an Emeritus program for those 55 years old or older; and Disability Support

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Programs and Services. The San Diego College of Continuing Education's career training programs alone contribute a quarter-billion dollars to the San Diego regional economy each year. San Diego College of Continuing Education was one of the first noncredit institutions in the U.S. to be separately accredited by the Western Association of Schools and Colleges (WASC), recognized for its impactful community presence, innovative programs, and commitment to transforming lives through accessible education and career pathways.

At San Diego College of Continuing Education, we are committed to the principles of equal employment opportunity and to hiring qualified applicants who are dedicated to student learning and success. Joining SDCCE means becoming part of a dynamic team that is deeply committed to providing accessible, high-quality education to a diverse community. Candidates who believe that they can demonstrate this commitment are encouraged to apply.

To learn more, please visit:

Mission Statement: <https://sdcce.edu/about/mission-statement> You Belong:

<https://sdcce.edu/organization/you-belong> President's Office:

<https://sdcce.edu/organization/president>

Please note that an employee may be transferred to any site at the option of the Chancellor.

Classification Description Click [here](#) for description.

If you would like to open the link in a different tab or window, right click and select the option. Desired Qualifications **Knowledge:**

- Principles of theatre production, technical operations, and event management.
- Venue operations, scheduling, and rental program management.
- Budget management and financial oversight.
- Federal, state, and local regulations related to event safety, accessibility, and compliance.
- Principles of facilities management and planning.
- Effective communication and stakeholder engagement strategies.
- Occupational health and safety regulations and best practices.
- Cultural humility and equity-minded practices in program delivery.
- Software applications and technology resources for theatre and event management.

**Skills and Abilities:**

- Organize, plan, and oversee theatre and event operations effectively.
- Communicate clearly and professionally with diverse audiences, both orally and in writing.
- Lead and supervise teams, providing mentorship and performance feedback.

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- Evaluate operations and implement improvements to enhance efficiency and inclusivity.
- Develop and manage budgets and contracts effectively.
- Interpret and apply laws, policies, and procedures relevant to theatre and event programs.
- Build and maintain positive relationships with internal and external stakeholders.
- Use technology to streamline operations and improve customer experiences.

### **Training and Experience:**

Any combination of training and experience equivalent to a bachelor's degree in theatre arts, event management, business administration, or a related field, and four years of relevant experience in theatre or event management, including two years of supervisory experience.

Demonstrated cultural competency and sensitivity to diverse academic, socioeconomic, and cultural backgrounds. Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services ([NACES](#)) or Academic Credentials Evaluation Institute, INC. ([ACEI](#)). A copy of the evaluation must be submitted with your online application. Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals.

Click [here](#) for the EEO / Diversity / Nondiscrimination - Policies and Procedures Special Instructions to Applicants: To ensure consistency, fairness, and alignment with our commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA), please submit only the materials specifically requested in this posting (e.g., no personal photos, articles, etc.). Be sure to upload the required documents using the respective document name labels. Uploading extraneous materials, unless explicitly requested, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

Application materials sent via mail, fax, or email will not be accepted. All correspondence, including interview invitations, will be communicated via email.

We are dedicated to maintaining the confidentiality of all inquiries, nominations, and applications in the strictest confidence, and we encourage applicants from diverse backgrounds to apply.

1. Complete online application;
2. Cover Letter;
3. Resume; AND,
4. Three (3) professional references as listed within the application.
5. Unofficial Transcripts (optional).

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6. Foreign Degree (if applicable). Tentative Timeline (Subject to Amendments) Position is open until filled.

Applications submitted by 4/11/2025 at 11:59 PM are guaranteed to be reviewed by the screening committee. Applications submitted after this date are not guaranteed to be reviewed. Conditions of Employment: **SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:**

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position); Including Foreign Degree Evaluation, if applicable.
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form; AND,**
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices.

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### **EMPLOYMENT AFTER RETIREMENT**

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#) website for further information. Additional Information: **EMPLOYEE BENEFITS**

SDCCD provides a comprehensive fringe benefit package for its full-time classified employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the California Public Employees' Retirement System (CalPERS) upon appointment. Posting Number CL01761

### **Major Responsibilities:**

### **Qualifications:**

### **Desired Qualifications:**

#### **Knowledge:**

- Principles of theatre production, technical operations, and event management.
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Demonstrated cultural competency and sensitivity to diverse academic, socioeconomic, and cultural backgrounds.

**Licenses:**

**Pay Information:**

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To apply, visit: <https://www.sdccdjobs.com>

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

**Contact Information**





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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Administrative Services

San Diego Community College District

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