



Keystone Academy Job Description and Person Specification

Position:	Director of the Performing Arts Center (PAC)
School Section:	Performing Arts Center
Reports to:	Assistant Head of School for Teaching and Learning
Qualifications:	Bachelor's degree
Period of Appointment:	Full-time

Role Description / Working Relationships:

The Director of the Keystone Performing Arts Center (DPAC) reports directly to the Assistant Head of School for Teaching and Learning. The Director must understand and enthusiastically support the mission and purpose of the Academy. All administrators are expected to model behaviors and attitudes that build community, courtesy, and compassion within our boarding and day student community.

The DPAC manages the Keystone Performing Arts Center, which consists of a two-level main theater, a 130-seat black box theater, a large outdoor performance area, dressing rooms, set shops, prop rooms, recording studios, lobby areas, and theater workshop classrooms. The Director also acts as a producer, supporting faculty in directing drama productions, musical and dance performances, as well as numerous smaller student-led productions. The DPAC supervises a team that includes a Technical Manager, technicians, and an Administrative Assistant.

The Director also produces lectures and seminars hosted by the Communications Department, as well as various school functions ranging from graduations and meetings to hosted international conferences.

The Director additionally seeks out and coordinates external companies and performance groups to perform at Keystone.

Main Responsibilities

Responsibilities include, but are not limited to, the following:

- Work with performing arts and arts faculty to equip and maintain PAC facilities for their primary functions as instructional and performance spaces for Keystone students.
- Help select, license, and schedule major productions.
- Support productions as needed. This includes working directly with students and technicians on all aspects of productions, including sets, lighting, sound, props, costumes, budgets, publicity, and front-of-house operations.



- Envision and develop a visiting artist program rooted in the school's mission and explicitly connected to the school's curriculum at all levels, from Foundation Year through the IB Diploma Programme.
- Work with Keystone arts faculty to design and execute meaningful educational experiences for students at all skill levels and across a range of artistic capacities.
- Oversee all logistical details for visiting artist programs, including stage setup, travel arrangements, bookings and fees, green room requirements, and advertising.
- Support the Director of Events with school activities held in the Performing Arts Center.
- Supervise the PAC Technical Manager in carrying out their duties, including working with the Director of Buildings and Facilities; scheduling and training lighting and sound technicians; coordinating with required vendors; designing and tracking a schedule of maintenance priorities; ensuring that functional and technical systems, including acoustic tuning and lighting and sound equipment, are well maintained and updated according to an orderly timetable; and maintaining the highest standards of safety in accordance with local law and industry standards.
- Develop the PAC as a center for the exploration of Chinese visual and performing arts.
- Serve as the Director for at least one large production each year.
- Role may also include some teaching in courses and/or co-curricular program.

QUALIFICATIONS, EXPERIENCE & COMPETENCIES

A. Qualifications and Experience

- A university degree or equivalent qualification/experience, ideally with a major in Drama, Music, Performance, Technical Theater, or a related subject.
- At least eight years of relevant experience, including a minimum of four years in a leadership position.
- Strong leadership skills.
- Facility with budget and project management.
- Ability and willingness to step in as needed across a wide range of production areas, such as sets, design, lighting, sound, props, costumes, and stage management. A willingness to learn in areas where expertise is lacking is acceptable, as no single candidate is likely to possess all of these skill sets.
- Experience working in schools, community children's theater, or other settings involving young adults and children.



B. Personal Skills and Qualities

- The ability to manage a theater and/or concert hall independently.
- English-language fluency, both written and oral, is required.
- The ability to manage multiple tasks and deadlines in an organized manner, with appropriate attention to detail.
- A pleasant and positive manner in interactions with colleagues and students.
- Effective and accurate communication, both in writing and in person.
- The ability to work well both independently and as part of a team.

Interested applicants should submit a cover letter, CV and statement of educational philosophy to hr@keystoneacademy.cn. Position will be posted until filled.