



Columbus Academy

Ready to thrive.

4300 Cherry Bottom Road, Gahanna, Ohio 43230 · columbusacademy.org

MS Musical Stage & Production Manager

Time Frame: Yearly, October through January • Some clerical and collaborative work during the entire year.

Apply online at columbusacademy.org/apply

About Columbus Academy

Recognized as a premier independent school in the nation, Columbus Academy has, since its founding in 1911, exemplified the country day school educational model. The heart of this model is the idea that the best interests of children are served when home and school work together.

At Columbus Academy, parents are integral members of our community. In our welcoming school, fully dedicated to the development of young scholars, athletes and artists of every kind, parents find what they are looking for: The school to trust with childhood.

We believe that [diversity, inclusion, equity and justice](#) are essential measures of our excellence. Our goal is not to mold young minds but to light them on fire.

[Visit us](#) and you will see this in [the way we teach](#) and the way [our 231-acre campus](#) is designed — the light, the energy and the interconnectedness of our mindfully designed learning spaces that allow for children to gaze out to the open sky.



Our Mission

Columbus Academy – an independent, coeducational college preparatory school – enriches its academic tradition of excellence by valuing a broad diversity of students as it seeks to develop the complete person: mind, body and character. The school rewards rigorous effort and accomplishment, fosters compassion, respect and moral courage, and insists on integrity, fair play and community service. Academy strives to develop and sustain a community of thoughtful, responsible, capable and confident citizens eager to engage in a pluralistic and ever-changing world.

At a Glance

Founded: 1911

Enrollment: 1,165 students

Ages: 3YO-Grade 12

Students of Color: 48%

Total Tuition Assistance: \$4.1M

Quality of Life in Columbus

Columbus is the 14th largest city in the United States with a population of 879,170. The city is perfect for active lifestyles, having invested \$20 million to develop a growing system of bike and fitness trails that connect the suburbs and river trails to downtown's \$44 million riverfront park system restoration. Columbus is gaining nationwide recognition for its historic neighborhoods, booming downtown arts and sporting districts, open attitude and a noticeably affordable quality of life. Check out our [Guide to Columbus!](#)



Position Description

Columbus Academy seeks candidates for a yearly Middle School Musical Stage & Production Manager.

The MS Musical Stage & Production Manager would help organize and hold auditions, help cast the yearly middle school musical and attend most after-school musical rehearsals from 3:30-5:30 p.m. Monday-Friday between early October and late January/early February as well as two weekends in late January/early February, depending on the school calendar. The individual would assist the director with taking notes, managing a large cast of middle school-age children, and organizing parent volunteer opportunities. This individual would also design and print the playbill and run the box office on show nights.

Qualifications

Preferred candidates will possess the following qualifications:

- Previous theatre experience and a strong knowledge of theatre skills and vocabulary
- Strong sense of collaboration, organization and communication
- Experience working with Canva, InDesign or other graphic design programs
- Understanding and appreciation for middle school students
- Willingness to collaborate with and mentor students in grades 9-12 who hold related leadership roles
- Comfortable organizing parent and student volunteers

Physical Conditions

Candidates must be able to manage the following conditions:

- An environment within an academic setting
- Mobility around school buildings and on different floors
- Repetitive motion (use of a keyboard)
- Periodic need to move light furniture, hang visuals, carry objects (no more than 40 pounds), etc.
- A non-smoking campus

Columbus Academy believes strongly in the principles of diversity, equity, inclusion and belonging. We strive to foster a diverse campus community, which recognizes the value of all persons regardless of religion, race, ethnicity, gender, sexual orientation, disability or socioeconomic background.

Legal requirements: All Columbus Academy employees must pass required criminal records checks. Where appropriate, individuals will also be required to provide proof of academic credentials.

