



990 Pelham Parkway South ~ Bronx, NY 10461

: 718-792-1800 ~ 📠: 718-792-6802

[www.bronxhouse.org](http://www.bronxhouse.org)

## Director of Performing Arts

### **Summary:**

Manage and develop the programming and operations of the School for Performing Arts. Oversee and train staff members, manage the day-to-day operations of the department, and oversee maintenance of the Performing Arts School and equipment. Manage the budget for the department. Plan and develop systems and procedures to improve the operating quality and efficiency of the department. Supervise staff in accordance with agency policies and procedures. Responsible for hiring, training, and scheduling Performing Arts school employees.

### DUTIES/PRIMARY RESPONSIBILITIES

- Increase participation via recruitment and retention planning & expanding outreach to the community.
- Develop new and innovative performing arts programs and classes.
- Maintain staffing for the department; hire, supervise, and evaluate faculty and supporting staff.
- Ensure positive customer relations throughout the department and provide superior customer service .
- Work with Marketing consultants to promote Performing Arts programs through advertising, social media, participation in community events, and other marketing endeavors.
- Provide facility tours, answer questions and provide information to the public.
- Stay up to date on current performing arts trends.



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- Coordinate and supervise class schedules and private lessons.
- Organize special events (open houses, recitals).
- Develop, implement and maintain safety plans.
- Manage department payroll and verify hours worked.
- Collaborate with development consultants on funding opportunities, including grant writing and reporting.
- Maintain detailed records (computer and manual) (e.g. equipment and supply inventory; contract documents; evaluation forms and tabulations, correspondence, memos, etc.) for the purpose of meeting program reporting requirements.
- Create and maintain relationships with neighboring community arts organizations.

#### EDUCATION/EXPERIENCE

- Five years of responsible administrative experience working with an arts focused organization working with youth.
- Excellent public relations, communications, and organizational skills. Must be able to multitask.
- Experience with marketing and outreach preferred.
- Must be able to a Tuesday-Saturday schedule
- Bachelor's degree (Master's degree preferred) from an accredited college or university with major course work in education with emphasis in visual and performing arts, theater arts, or closely related field.

Salary: \$65-70K depending on experience

**Reports to:** Chief Operating Officer

To apply, send a resume and cover letter to [anne@bronxhouse.org](mailto:anne@bronxhouse.org)



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**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.