



## Director of The School for Performing Arts

### Job Description

#### SUMMARY

Manage and develop the operations of The School for Performing Arts which includes the Music School, Dance School, and Drama program. 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.

#### DUTIES/PRIMARY RESPONSIBILITIES

- Increase participation via recruitment and retention planning & expanding outreach to the community.
- Develop new and innovative performing arts programs and classes.
- Hire and supervise for the department, including group instructors, private instructors and supporting staff.
- Ensure positive customer relations throughout the department.
- Promote Performing Arts programs through advertising, press releases and other marketing endeavors.
- Provide facility tours, answer questions and provide information to the public.
- Monitors Performing Arts (e.g. evaluating programs and attendance, reviewing staff, overseeing equipment procurement, staffing, etc.) for the purpose of ensuring that performance outcomes are achieved within budget, department.
- Stay up to date on current performing arts trends.
- Coordinate and supervise class schedules and private lessons.
- Organize special events (open houses, seminars).
- Develop, implement and maintain safety plans.
- Manage department payroll and verify hours worked.
- Address the needs or concerns of patrons who may be feeling dissatisfied or displeased.
- Ensure customer service satisfaction is top priority and maintained throughout the facility.
- Researches a wide variety of topics (e.g. performing arts programs, grant availability, professional development, etc.) for the purpose of developing new programs that meet staff training needs.
- Maintains 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.
- Develop mid-year and end of year grant reports and work with development consultant on new grant opportunities.
- Performs other related duties as assigned
- Exempt status: Full time position, Non-Exempt
- Work schedule: Tuesday to Saturday, (Tuesday-Thursday 10:30am-7:30pm, Friday 9:30am-6:30pm, and Saturday 8am-5pm) with occasional weekends for agency special events
- Reports to: Chief Program Officer

**EDUCATION/EXPERIENCE**

- Bachelor's degree required, Masters 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. 3-5 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.

**BENEFITS**

- Salary range: \$65k-70k
- Benefits: medical (with contribution), pension, life, and optional dental and vision, and 403B
- Generous vacation, sick leave, and holiday time to ensure employees can enjoy well-deserved time off and maintain a healthy work-life balance
- Professional development opportunities