

## School District Position Description

---

Position Title: Executive Director for Fine Arts Programming and Facility Development

Department:

Reports To: Superintendent of Schools

Prepared By: Dr. Angela Cooper, CHRO

Date: January 24, 2022

Approved By: Dr. Angela Cooper, CHRO

Date: January 24, 2022

---

### **SUMMARY:**

With the construction of the new performing arts centers underway and the district's recommitment to fine arts, it has been previously discussed about the enormous tasks set before the district with articulating current and expanding on fine arts opportunities for students across grade levels, recruiting and retaining fine arts instructors, developing local relationships that foster student interest and engagement, addressing current facility and equipment needs, developing a comprehensive management plan, and researching possible educational and cultural events for the district and its communities. This position is written as such that it can address the immediate need of ensuring the district's \$60 million capital project and vision for fine arts is followed through upon with fidelity. It is assumed this position may be restructured in a few years, but the district office is continuing to be responsive to current needs and adhering to a particular vision.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:** Other duties may be assigned. Depending on the assignment, duties may include but are not limited to the following:

- Plan, organize, schedule, coordinate and communicate performing arts center operations, events and performances, including the use of technical and non-technical equipment, with faculty, staff, and external groups.
- Create, update, share and maintain a master calendar for scheduling of events and activities in the performing arts center.
- Coordinate with Operations regarding processed reservations and conduct production meetings to aid in the coordination of activities in the performing arts center.
- Design, execute and run varied theatrical design for performing arts center events and productions (design assignment may vary based on production need) in conjunction with the faculty, staff and external representatives as needed.
- Maintain a running inventory of all performing arts center technical equipment and research, recommend and order new equipment as needed in conjunction with the technical director and performing arts faculty and staff.
- Inspect and perform equipment and system maintenance and/or coordinate with external representatives to perform system maintenance on a regular basis.
- Supervise the box office and oversee the ticketing systems, ticket input and sales, customer relations, house management and usher supervision.
- Plan and conduct regular production meetings with the performing arts center faculty and staff regarding event and production needs.
- Train designated users on the design and programming of equipment as needed.
- Coordinate with the facilities department to assist with room setup and breakdown for performing arts center events.

- Communicate with faculty and staff to provide high quality performing arts events.
- Keep up-to-date with advances in lighting and sound technology and incorporate those advances as applicable into performing arts center events, activities and performances.
- Schedule and coordinate with local schools and the community on participation in selected events.
- Organize and maintain the areas related to the performing arts center, including the Costume room, Green Room, Dressing Rooms, Makeup Room and other areas as assigned.
- Alternating work schedule which will include weekends, evenings and long hours.
- Conduct business in a professional and ethical manner that includes the district's core values of integrity, excellence, dignity, accountability, environmental responsibility and global citizenry.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty and the general public.
- Perform additional assigned responsibilities, duties, and tasks as assigned
- Assists teachers in carrying out K-12 fine arts (music, art, drama).
- Recommends to the district office the assignment and observations of student teachers, interns and observers of the Fine Arts Departments in the schools.
- Prepares and monitors a fine arts budget and assists building principals and staff in its use.
- Provides placement assignments and specific schedules of all fine arts staff members.
- Serves as liaison for fine arts staff in communication with the School Board, Superintendent and central office staff.
- Identifies and creates opportunities for professional growth of staff with respect to clinics, workshops, conferences, conventions, professional organizations and appropriate in-service education programs, in cooperation with the district office and principals.
- Coordinates curriculum committees in the fine arts. Work cooperatively with other administrators and staff in continuous curriculum evaluation, implementation and development.
- Leads in development of appropriate curriculum plans in cooperation with the district office and principals.
- Participates with fine arts staff and principals in the identification of instructional materials, equipment and other needs in the processes of the budget.
- Assists in establishing and maintaining positive relations with civic, professional, service, and parent organizations in the community.
- Participates and provides interest, involvement and leadership in community fine arts affairs.
- Consults with Human Resources on the interviewing, recommendation and hiring of all fine arts staff.
- Submits an annual report to the superintendent.
- Assists in planning of new or remodeled fine arts facilities.
- Compiles, produces and distributes K-12 Fine Arts calendar for the schools
- 

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities

to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Administrative certification/ten years' experience at the administrative building.

**LANGUAGE SKILLS:**

Excellent written and oral communication skills.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.