



## POSITION DESCRIPTION

**JOB TITLE:** PERFORMING ARTS DIRECTOR  
**PAY TYPE:**  EXEMPT  NON-EXEMPT  
**STATUS:**  FULL-TIME  PART-TIME  
**REPORTS TO:** STAFF & YOUTH PROFESSIONAL DEVELOPMENT DIRECTOR

### **JOB SUMMARY**

Responsible for organization and implementation of a comprehensive Performing Arts program based out of the Union St. Clubhouse's Performing Arts Center. The program should encompass both basic activities as well as more advance performing arts programming and should be age appropriate for all three of the Club's age groupings.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Direct and assess the organization's performing arts program needs and develop a comprehensive program in cooperation with the club's other direct program staff.
- Supervise assigned part-time program assistants ensuring the Club's performing arts program goals and objectives are met.
- Responsible for the full implementation of BGCA National Performing Arts Programs.
- Ensure that the effective measurement of outcomes related to the Performing Arts Program is completed each year, including ensuring that activity participant scanning requirements are met.
- Provide program leadership to ensure that the goals and objectives of the program are met.
- Develop and foster a positive climate for youth to ensure that all members actively participate in various programs/activities, feel open to seeking advice/guidance from staff regarding problems, and receive care, respect, and recognition for their efforts. Provide additional guidance to members when more in-depth behavioral modifications are needed.
- Participate with the Assistant Director of Program & Leadership to train, supervise and evaluate all part-time staff assigned to the performing arts programs.
- Participate, in conjunction with the Assistant Director of Program & Leadership, to manage the program budget expenditures within the organization's established financial guidelines.
- Promote and market programs to members via posting daily schedules, announcements of upcoming events, etc.
- Perform other program and operational tasks to meet the overall goals and needs of the organization.
- Responsibilities include safety, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Serve as a positive role model to the members to inspire them to realize their full potential.
- Perform other duties as assigned.

### **JOB QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES**

- High School diploma or equivalent required and Bachelor's degree in Performing Arts, teaching or related discipline preferred and 1-3 years' experience in the performing arts field and working with youth in a school, alternative school, recreation, summer camp or after-school program setting. Experience may be substituted for a lesser educational degree.

- Knowledge of instructional curriculum design and related materials.
- Knowledge of youth developmental needs and stages.
- Ability to plan, implement and supervise quality performing arts programs for youth.
- Ability to understand, interpret and implement the programming requirements outlined through BGCA.
- Ability to foster creativity and build self-confidence through performing arts programs.
- Ability and willingness to mentor and help others learn and succeed.
- Must obtain and maintain mandatory CPR and First Aid Certifications
- Proficient in MS Office Suite, including MS Word, Excel, PowerPoint, and Outlook.
- Ability to manage expenses and maintain a budget.
- Consistently display strong communication and interpersonal skills in a customer-friendly approach.
- Demonstrated ability to work with young people, parents, and colleagues.
- Strong written communication skills are required.
- Ability to consistently remain calm, focused, and professional in a large group and/or high-stress situation caused by conflict, difficult members, or parents.
- Ability to be flexible with base hours as the Assistant Director of Program & Leadership assigns to ensure coverage of all open hours of operation of the Union St. Clubhouse and school-based Extensions.
- Ability to be flexible with possible summer day camp program hours.
- Ability to be involved in direct member service during the school vacation camp programs. It is understood that completing organizational goals may require work beyond the normal work hours throughout the year.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

- Job requires some physical activities including but not limited to; stooping, kneeling, crouching, crawling, reaching, standing, walking, running, lifting, fingering, grasping, feeling, talking and hearing.
- Job requires use of general office equipment including phones, copiers and computer equipment.
- Job requires light physical work including the ability to exert up to 20 lbs. of force occasionally, 10 lbs. regularly and sitting for some periods of time.
- Job requires visual acuity, including the ability to see at or within arm’s reach.
- Job is subject to inside office environmental conditions and moderate noise level.

**SIGNATURE**

Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name (Printed): \_\_\_\_\_ Date: \_\_\_\_\_