



## **Director**

### **Performing Arts School (PAS)**

#### **A program of the Wharton Institute for the Performing Arts**

**Reports to:** Artistic Director (primary), Executive Director (secondary)

**Manages:** PAS Artistic Staff (40+ faculty members) and 400+ students

**Hours: 40 per week on average**

Hours are during business hours Monday – Friday. However, occasionally weekend and evening hours will be required.

**Compensation:** 55k-65k – salaried plus benefits

#### **Organization Summary:**

The Wharton Arts mission is to provide the highest quality performing arts education to a wide range of students in a supportive and inclusive environment, where striving for personal excellence inspires and connects those we teach to the communities we serve. The Performing Arts School (PAS) is a program of the Wharton Institute for the Performing Arts, and provides private lessons and group classes to over 400 students each week, ensuring that there is something for students of all ages and levels. In addition to instruction in all instruments and voice, PAS offers classes in music theory, early childhood music, musical theater, drama, and dance. Offerings include a range of musical genres, including classical, rock, jazz, and blues. As New Jersey's largest nonprofit community performing arts education provider, PAS serves students in Union, Morris, Essex, Somerset, and other surrounding counties.

#### **Position Summary:**

Reporting to the Artistic Director, the Director of Performing Arts School is responsible for managing all programming, artistic staff, students and families at the Performing Arts School. The Director of PAS will oversee daily programming, both in-person and online, and assure high quality of teaching and learning by all students and faculty. Working closely with the Artistic Director, the Director of PAS will develop and implement inclusive curriculum and programming, as well as growing the school through strategizing and goal setting for business optimization. Additionally, the Director of PAS will set goals and deadlines for business optimization in conjunction with the Executive Director.

#### **Essential Duties & Responsibilities:**

##### **Artistic Program Development & Leadership**

- Work closely with the Artistic Director to create, develop, implement, and evaluate educational programs at the Performing Arts School including oversight of individual instruction, classes and camps. Refine program offerings as needed to ensure highest quality, effectiveness, relevance, and marketability.
- Create innovative new classes, enrichment workshops and webinars, and develop inclusive curriculum. Oversee implementation of classes, including working with faculty on curricular goals.
- Refine existing classes to increase enrollment, adjust or hone educational goals, or revise timing.
- Evaluate individual lessons and classes on an ongoing basis.

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- Manage and plan program events and concerts in consultation with the Artistic Director. Attend all PAS events and concerts.
- Be an active participant in the National Guild for Community Arts Education, with a focus on learning opportunities and maximizing resources, leadership development, and connection with fellow organizations that the Guild offers.

### **Communication**

- Prepare necessary announcements and notifications for faculty, students, and families.
- Work with the Director of Marketing in producing monthly newsletters and any marketing materials.
- Facilitate open communications with other Wharton Arts Directors and with students

### **Student and Family Management**

- Develop relationships with students/families and provide guidance and support as needed.
- With the Artistic Director and Executive Director, develop and implement school-wide policies to ensure student wellbeing, and create an inclusive, positive, fun and nurturing environment for learning.
- Work with the Director of Student Services and Managers and Assistants in assessing family needs and ensure that tuition payments are paid and processed accurately, as needed.
- Oversee and advise on registration procedures and policies for PAS program offerings.

### **Artistic Staff Management**

- Supervise, coach, and evaluate artistic staff members formally and informally on their teaching, curriculum, classroom management and student/family communication.
- Work with the Artistic Director and Executive Director to recruit and hire artistic staff, and ensure excellent, strong and successful departments.
- Work with the Director of Community Partnerships in identifying and hiring artistic staff for community partnership programs.
- Oversee the creation of professional development programs for faculty.
- Coordinate annual faculty meetings and evaluations
- Approve all faculty class rosters and payroll submissions on a bi-weekly basis.

### **Program Administration**

- Work closely with the Executive Director to set annual tuition rates, and review and refine registration and billing procedures.
- Work closely with the Executive Director to set annual budget goals and discuss strategy for attaining goals with both the ED and marketing department.
- Prepare monthly reports on enrollment statistics and analyze trends.
- With the Marketing Director, coordinate and participate in Open Houses and other enrollment campaign activities.
- Determine faculty, timing, and tuition for all classes.
- Assist with facilities as necessary.
- Other duties as assigned.

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**Qualifications, Education and Skill Requirements**

- Bachelor's degree or higher, with degree(s) in music/education preferred.
- Successful experience in music, education and/or arts management
- Creative, energetic, and enthusiastic person committed to performing arts education.
- Excellent interpersonal skills. Strong verbal and written communication skills, ability to draft professional emails, letters, announcements.
- Excellent problem solver and strategic innovative thinker.
- Independent worker, yet eager to work collaboratively with colleagues and staff to create a team-oriented environment.
- Strong organizational and administrative skills, and ability to meet deadlines. Detail oriented person who takes pride in his/her work.
- Ability to work some nights and weekends for special events.
- Excellent computer skills, competency in Microsoft Word, Excel, Google Suite and experience with databases.

**To Apply:**

Send cover letter and resume via email to [Jobs@WhartonArts.org](mailto:Jobs@WhartonArts.org)

**Desired Starting Date:**

July 1, 2022

*The Wharton Institute for the Performing Arts commits to creating a diverse environment and is proud to be an equal opportunity employer. All applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*