



Arts Director

Hired by: Assistant Head of School

Evaluated: Annually

Reports to: Assistant Head of School

FLSA: Exempt

The arts director partners with the Arts Department faculty and other staff to promote the arts within the school and community and offers arts-related opportunities for student engagement and development.

Spiritual Maturity

1. Publicly profess a faith in Jesus Christ as Lord and Savior
2. Actively engage in the life and ministry of an evangelical church
3. Pursue a life of spiritual development through regular study of scripture and prayer
4. Demonstrate the fruit of the Spirit as a byproduct of a growing faith
5. Believe in and support Grace Polaris Church's "Our beliefs and identity" document
6. Agree to abide by the Worthington Christian Lifestyle Statement

Professional Responsibilities (essential)

Within the Arts Department

- Coordinate and facilitate publicity for arts events (internal and external)
- Coordinate the acquisition of venues for concerts and performances
- Coordinate arts program schedule of activities with school and athletic schedules to eliminate conflicts
- Provide support to Arts Department – resource for K-12 Arts faculty members

Within the Upper School

- Teach Theater 1 and Theater 2
 - Theater 1 usually has two sections, Theater 2 usually has one, for a total of three one semester classes per academic year
 - If there are not sufficient students to fill three sections, then one class will be a study hall
- Produce and direct a minimum of three plays and/or musicals in the Upper School per year that are consistent with the mission of the school.
 - Plays will be concurrent with the three sports seasons (fall, winter, spring).

- Liaise with the Upper School building-level leadership to ensure missional integration

Within the community

- Develop partnerships with individuals and organizations within the community to promote the arts programs
- Represent the arts programs within the community
- Engage in fundraising for the arts program
- Develop potential donors for the arts programs

Professional Requirements

- Undergraduate degree required, graduate-level preferred
- Ability to plan, organize, execute, and evaluate department goals
- Strong communication skills, both written and oral
- Ability to maintain a good working relationship with others
- Effective organizational and time management discipline with solid judgment and ability to deal with conflict
- Ability to take initiative, work independently, and hold oneself accountable
- Ability to develop original ideas
- Capable of finding solutions to challenges and obstacles
- Willingness to adjust priorities as needed
- Willingness to take direction, receive suggestions, and be challenged
- Willingness to know and perform according to professional standards

Typical Physical Activities

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
Outdoor Duty			
Cold (50 deg. F or lower)	X		
Heat (90 deg. F or higher)	X		
Gases/Fumes/Dust	X		
Chemicals/Solvents	X		
Noise		X	
High stress		X	
Interruptions		X	
Standing/Sitting/Walking/Running		X	
Kneeling/Bending		X	
Reaching over shoulder	X		
Pushing/Pulling		X	
Lifting/Lowering/Carrying			
Up to 20 lbs.		X	
Up to 50 lbs.	X		
More than 50 lbs.	X		
Telephone/Fax/Copier		X	
Computer/Printer		X	

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
Summon emergency help	X		
Apply CPR/First aid	X		
Communicate data		X	
Strong Communication (Oral/Written)		X	
Driving	X		

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Print Name

Date

Signature