



Arts and Recreation Manager

Northbrook Park District

Contact Name:

Contact E-mail:

Contact Phone:

Closing Date:

Salary: \$70,000+ depending on qualifications

Description:

The Arts and Recreation Manager provides strategic and operational oversight and management of all aspects of Senior Center and adult cultural art, theatre productions and theatre-related programs, events, rentals, and camps. This role works in cooperation and alignment with the Superintendent of Arts and Recreation and the Youth Program Manager to continuously improve, grow and develop all areas of Theatre, Senior and Adult Cultural Art programs and events. Managers visit, engage with participants and patrons as well as proactively evaluates programs and seeks outreach for feedback in areas of oversight. In this role the manager will also coordinate large scale special events, such as Brewfest, 4th of July with the village and Party on the Green. This manager also oversees the management of all facility operations at the Leisure Center and Village Green facilities with the assistance of the Recreation Facility Supervisor.

This position provides oversight on scheduling and planning of programs and resources, as well as works across Divisions on responsibilities including budgeting, marketing needs, and planning and capital projects. Additional responsibilities include serving as the administrator for some of the District registration software and managing music contracts. The Arts and Recreation Manager also proactively evaluates programs and needs to ensure community and patron needs are being met.

This position supervises the Recreation Supervisor for Performing Arts, the Recreation Supervisor for Seniors and Adult Art and the Recreation Facility Supervisor. The position also may supervise part-time and seasonal staff. The Arts and Recreation Manager routinely interacts with seniors, adults, children, community members and part-time and full-time employees.

Compensation and Hours:

- The anticipated starting salary is \$70,000+, depending on qualifications. This is a full-time position. Hours fluctuate based on program/event needs; evenings, weekends and/or holiday work will apply.

Benefits:

- A comprehensive benefits package includes participation in the Illinois Municipal Retirement Fund (IMRF), medical, dental, vision and prescription coverage (also available to dependents), life insurance, 457 deferred compensation plan, and flex spending. The District also offers paid vacation, holidays and sick leave, along with a variety of District recreational benefits.

The ideal candidate will have these qualifications:

- A Bachelor's degree with major coursework in recreation management or related field.
- At least five (5) years of progressive program management in Cultural Arts, Special Events, Seniors, and/or facility operations.
- Theatre production and/or arts program direction as well as special event coordination experience preferred.
- Leadership experience preferred.
- Strong communication and organizational skills.
- Proven ability to critically, problem solve and work both independently and collaboratively

Physical Requirements: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. Required to sit, stand, walk, bend, kneel, stoop, talk and hear; use of hands and fingers to handle, feel or operate objects, tools, controls or to demonstrate subject matter and reach with hands and arms. Hand eye coordination is necessary to operate computers and various pieces of office equipment. Must occasionally lift and/or move up to 25 pounds; may infrequently lift or move objects 50+ pounds with assistance. Specific vision abilities required by this job includes close vision and the ability to adjust focus. Work is performed mainly in an office setting. May occasionally work outdoors in warm or cold temperatures for short periods of time.

Apply at nbparks.org/jobs