



Cultural Arts Supervisor

Gurnee Park District

Contact Name: Melissa Marsh

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Closing Date:

Salary: \$50,000 - \$60,000

Description:

The Gurnee Park District is excited to be recruiting for this newly created position, developed to support our growing cultural arts program portfolio.

Under the direction and supervision of the Director of Recreation, the Cultural Arts Supervisor oversees a flourishing dance program that features a spring and fall recital, a growing theater program, as well as supplemental cultural and performing arts programs and camps. This position also will play a key role in developing innovative and creative cultural arts programming for the community.

The Cultural Arts Supervisor directly oversees a dance coordinator, dance instructors, theater instructors, and programming staff. The Supervisor also provides leadership and guidance to contractual groups that the park district partners with to increase community offerings, ensuring services align with the park district's values. This full-time role works a minimum of 40 hours per week, balancing typical office hours (8:30am-5pm) with a presence during programs and special events.

QUALIFICATIONS

- **Experience:** A minimum of three to five years of *supervisory* experience in dance and/or cultural arts is required.
- **Education:** Bachelor's Degree in Recreation, Education, or a related field is required.
- **Skills/Competencies:** Must demonstrate a thorough knowledge of the recreation industry, as well as the creativity and ability necessary to initiate new concepts and programs. Must possess the knowledge and ability to organize, plan, and supervise a wide variety of programs, events, staff, volunteers, and facilities. Must be able to analyze survey and participation data, interpret customer needs and interests, develop and evaluate creative options to meet customer needs/interests, and thoughtfully implement final ideas. Must have the ability to prepare program budgets, manuals, and program guidelines for these areas. Must be able to work with various computer software applications and mobile devices. Knowledge of state, local and national standards in these areas is also important.

- **Certifications:** Must have a valid Driver's License. First-Aid, CPR, AED certification or the ability to obtain this certification within 60 days of hire is required (training provided by the Park District). CPRP certification preferred.

ESSENTIAL FUNCTIONS OF THE JOB

1. Expand the Park District's Cultural Arts programming portfolio, ensuring programs are innovative, engaging, rewarding and fun for all participants.
2. Plan, organize, implement, and evaluate the Cultural and Performing Arts programming areas, including but not limited to visual arts, youth and adult dance, Above the Barre dance team, music, theater, contractual programming, and seasonal programming.
3. Recruit, hire, train, evaluate, and provide schedules for all necessary staff and volunteers.
4. Lead special events and specialty programs related to Cultural and Performing Arts.
5. Prepare seasonal program, facility, and event information to be published by the Marketing Department.
6. Prepare a budget and goals for the Cultural Arts program portfolio annually and work to achieve these objectives.
7. Work with WSRA (Warren Special Recreation Association) to coordinate Inclusion services for children with special needs.
8. Continually evaluate programs and facilities through direct observation, program evaluations and other methods of evaluation within the assigned area.
9. Analyze program evaluation, participation, and community data to inform decisions, plan for the future, and ensure community needs are met.
10. Work cooperatively with other departments to ensure smooth program and facility operations.
11. Provide support to colleagues in other park district program areas when possible and requested, such as for special events.
12. Submit work orders for needed repairs, program/event setups, and other maintenance.
13. Prepare and deliver staff evaluations annually and provide oversight to direct reports for evaluations they prepare for their staff.
14. Provide oversight into the development and implementation of necessary manuals.
15. Complete necessary records, statistics, and reports as assigned and follow departmental guidelines for receiving customer feedback.
16. Respond to customers and staff within one business day. When this is not possible, please indicate receipt of message and when they can expect a full response.
17. Assure that the implementation of programs and services are safe and do not discriminate against age, race, gender, sexual orientation, religion, or disability.
18. Attend and execute assigned components of the Gurnee Days Community Event. This event is scheduled annually for the second full weekend in August.
19. Assist with award and accreditation submissions at federal, state, and local levels.
20. All other duties as assigned.

ADDITIONAL DUTIES AND RESPONSIBILITIES

1. Serve on internal committees as assigned.
2. Serve on external committees as assigned.
3. Assist the Director of Recreation with administrative duties, as needed.
4. Assist the Executive Director in the absence of the Director of Recreation, as assigned.

ADDITIONAL INFORMATION

- **Job Status:** Full-Time, Exempt.

- **Compensation:** Starting salary range is \$50,000 to \$60,000 annually. Starting salary is commensurate with experience and qualifications of the successful candidate.
- **Benefits:** An excellent benefits package is included.
- **Contact:** Melissa Marsh, Director of Recreation, MMarsh@GurneeParkDistrict.com, (847)599-3756.
- **Closing Date:** First review date, Monday, August 26, 2024. Open until filled.
- **To Apply:** Click [here](#), Cultural Arts Supervisor.