



Cultural Arts Supervisor

Bensenville Park District

Contact Name:

Contact E-mail:

Contact Phone:

Closing Date:

Salary: \$48,000.00-\$60,000.00

Description:

DESCRIPTION

Under the direction and supervision of the Superintendent of Recreation, the Cultural Arts Supervisor is responsible for the development and implementation, and overall vision of cultural arts for the Park District. Areas of responsibility include Arts, Drama, Theatre, Dance, and Music programming. The Cultural Arts Supervisor is responsible for providing financial reports, budgeting, and evaluation/analysis as related to program offerings. Other duties include but are not limited to researching new program offerings, updating brochure content, oversight of part-time staff, purchasing, class instruction, staff training, and other duties as assigned. Additional responsibilities will include working with the other recreation staff on the development and implementation of community events. This is an at-will position.

DUTIES AND ESSENTIAL JOB FUNCTIONS

- Develops, organizes, implements, and evaluates the program offerings
- Collaborates with marketing personnel to implement annual marketing plans
- Developing new and increasing existing programs
- Hosting various cultural arts shows in theatre, dance, arts, and voice competitions throughout the year
- Excellent communication and customer service skills
- Strong attention to detail and the ability to multi-task daily
- Leading a team of part-time staff and volunteers in the development of the cultural arts programs
- Submits reports, on a timely basis, as requested
- Develop a winter-break, spring-break, and summer cultural arts camp
- Working in collaboration with other recreation supervisors in the development of a cultural arts component to the park district's afterschool programs

QUALIFICATIONS

- Two years of theatre experience performing and directing theatre productions.
- Well-rounded knowledge of all areas of performing arts: producer, director, stage management, scenic construction, costume design, stage lighting, sound mixing, music theory, choreography/dance styles, etc.
- Working knowledge of all areas of visual arts: painting, sketching, designing, and drawing
- Demonstrated ability of producing variety shows, theatre productions, art shows, and recitals
- Working knowledge in dance and voice performance

- Proficient in MS Office, especially Word, Excel, and Outlook, RecTrac; with the ability to learn other software programs.
- The successful candidate will possess a bachelor's degree in Recreation, Theatre, or closely related field with experience in a supervisory capacity
- Certified Park & Recreation Professional preferred
- Bi-Lingual Spanish/English preferred
- Must have a valid Illinois Driver's License
- Ability to lift 50lbs

JOB STATUS Full time

DEPARTMENT Recreation

FSLA STATUS Exempt

SALARY \$48,000-\$60,000

HOURS Varied throughout depending on productions, art shows, special events, and classes.

HOW TO APPLY Qualified applicants may submit application and resume to Join Our Team - Bensenville Park District (bvilleparks.org)

THE BENSENVILLE PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. Employment with the Park District is governed on the basis of merit, competence and qualification and will not be influenced in any manner by race, age, color, sex, religion, veteran status, national origin, marital status, mental or physical disability or any other legally protected status. Office is located at 1000 W. Wood St., Bensenville, IL. BvilleParks.org.