



Performing Arts Coordinator Gurnee Park District

Contact Name: Nicole May

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Closing Date:

Salary: \$20-\$24/hour

Description:

DESCRIPTION:

The Performing Arts Coordinator position reports directly to the Cultural Arts Supervisor. The Performing Arts Coordinator manages the day-to-day operations of the Performing Arts programs, including the *Studio Dance* program, *Above the Barre* Dance Competitive Team and all theatre programming. Under the guidance of the Cultural Arts Supervisor, the Performing Arts Coordinator will plan, organize, and supervise youth and adult dance classes, recitals, and theatre programs, as well as manage schedules of Dance and Theatre Instructors. This position can and may teach classes to students of all ages in a variety of dance styles, as needed. **This is a part-time position working approximately 15-20 hours per week.** Hours will vary by session and will include evening and weekend work.

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ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Collaborate with Supervisor to prepare seasonal program, facility, and event information to be published by the Marketing Department and assist with system input as required.
2. Assist in development of curriculum for classes.
3. Assist with evaluation of participant surveys and make recommendations for program enhancements based on feedback and participant/community needs.
4. Assist with interviewing, training, and evaluation of performing arts staff.
5. Assist with development of program budgets and monitor to ensure fiscal responsibility.
6. Assist staff with coordination of substitute instructors and substitute teach, as necessary.
7. Communicate effectively with supervisor, dance/theatre staff and all program participants and parents.
8. Attend and assist with staff meetings and trainings.
9. Coordinate recital and performance details and shop for supplies as needed for classes, recitals, and performances.
10. Establish planning timelines and maintain schedules for classes and performances/recitals.

11. Complete and submit all necessary information and forms associated with the dance and theatre programs including schedules, contact information, accident/incident reports etc., and report any safety concerns in a timely manner.
12. Establish consistent office hours.
13. Respond to all correspondence (voicemail, cell phone and email) within two business days of receipt and promptly notify Supervisor of necessary issues.
14. Maintain good working relationships with fellow staff members, other departments, administrative personnel, community members and any other visitors to our facilities or programs.
15. Maintain system records for children with special needs, and communicate these needs to instructors and supervisor.
16. Work with WSRA (Warren Special Recreation Association) to coordinate inclusion services for children with special needs as needed.
17. Ensure proper use and maintenance of equipment and maintain cleanliness of studio and storage areas.
18. Assist with Park District and Cultural Arts events as needed.
19. Follow and exemplify the Gurnee Park District Customer Service Standards (SOFIE).
20. Read, understand and be familiar with the Gurnee Park District's Personnel Policy Manual and Safety Manual.
21. Perform all other duties as assigned.

QUALIFICATIONS:

- **Experience:** Must be at least 21 years old with experience in progressive dance instruction. Supervisory experience is desired and experience with theatre production is strongly preferred.
- **Education:** A high school diploma and an Associate's Degree in dance, dance education, or performing arts is preferred.
- **Skills:** Must have a thorough understanding of recitals and stage performances and possess the ability to interpret and understand the needs and issues of dance/theatre instructors, parents, and participants, and provide information to meet these needs. Coordinate recital and performance bookings, vendors, class, and staff schedules, purchasing of costumes, and submission of work requests. Able to participate/substitute in dance or theatre classes as needed and demonstrate a thorough knowledge of the performing arts industry and utilize this knowledge to thoughtfully propose and implement ideas for new concepts and programs. Will need to utilize active listening techniques with internal and external customers, as well as de-escalation techniques to successfully resolve disputes. Analyze surveys and participation data to interpret customer needs and interests. Develop and evaluate creative options to meet customer needs/interests and thoughtfully implement final ideas. Possess the ability to follow and track budgets to ensure fiscal responsibility and work with various computer software applications and mobile devices.
- **Certifications:** CPR, First Aid and AED certification is required or a willingness to obtain within six months of hiring.
- **Competencies:** Experience in theatre, either onstage or off, is strongly encouraged. Must have a thorough knowledge and background in:
 - A variety of dance styles and class instruction
 - Development, planning, implementation of dance curricula
 - Recital/performance planning and execution

We believe in taking care of our team and supporting our members both professionally and personally. As a valued addition to our team, you'll enjoy a comprehensive benefits package dependent on your role. Check out our offerings here.

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