



## **Cultural Arts Supervisor**

### **Oak Lawn Park District**

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**Closing Date:**  
**Salary:** \$45,000- \$47,000/YR

#### **Description:**

#### **NOW HIRING:**

#### **Cultural Arts Supervisor**

The Cultural Arts Supervisor is responsible for the planning, coordination, and leadership of the dance and theatre programs offered through the Park District's Recreation Department. This position manages daily operations, budgeting, scheduling, staffing, and overall program administration to ensure alignment with the district's mission of providing high-quality cultural arts experiences to the community. The Cultural Arts Supervisor also oversees part-time instructors, support staff, and volunteers within the department.

The Cultural Arts Supervisor collaborates with the IndependDANCE Dance Coach to support artistic vision, streamline program operations, and deliver engaging performances and events for the community.

**ABOUT US:** The Oak Lawn Park District, incorporated in 1944, has a long and proud history of serving the recreational needs of our 56,000 residents with a myriad of recreational programs and services. We operate under the state tax cap as a municipal corporation, meaning we are our own taxing body. Overseen by a Board of five elected officials, the District manages a combination of 34 parks and facilities which cover over 280 acres. In addition, we manage a Special Recreation Cooperative that offers recreational programs and services to individuals with disabilities in 9 municipalities.

\*The Oak Lawn Park District is an equal opportunity employer. Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodations to the application and/or interview process should contact a representative of the Personnel Department.

#### **BENEFITS**

The Oak Lawn Park District is committed to a comprehensive employee benefit program that helps our employees stay healthy, feel secure and maintain a work/life balance. Some of the many benefits we offer include: Medical, Dental and Vision Care; Pension Plan (IMRF); Paid-Time Off (Vacation, Sick-time, Holidays); Employee discounts at park district facilities and for programs- free use of all fitness facilities for employees; Monthly Healthy Living Club Meetings- provide staff an opportunity to try different forms of recreational activities at no cost. Full-time employees are eligible for up to a 5% probationary appraisal based on performance upon the completion of their probationary period.

#### **QUALIFICATIONS:**

Graduation from an accredited university with a Bachelor's degree in Recreation, Fine Arts, Theatre

or a related discipline. At least two years of work experience in the field.

**IMMEDIATE SUPERVISOR:**

Oak View General Manager

**DUTIES AND RESPONSIBILITIES:**

**ESSENTIAL FUNCTIONS**

- Recruit, hire, supervise, and evaluate part-time dance instructors, program assistants, and volunteers.
- Conduct regular staff meetings to communicate program updates, schedules, and policy changes.
- Provide ongoing support to staff to ensure quality instruction and a positive participant experience.
- Collaborate with the Dance Coach to oversee the dance department's performance team, including coordinating annual auditions, selecting team members, organizing community performances, and planning special events such as the annual Halloween and Christmas shows.
- Coordinate the annual dance recital, working closely with instructors, staff, and the Dance Coach to ensure a successful production.
- Oversee the Broadway Jr. Theatre Camp, including program planning, staffing, and performance coordination.
- Assist with Park District community events such as Summer's Last Blast and Halloween Fest.
- Order and maintain an inventory of dance costumes, supplies, and program materials.
- Prepare and submit seasonal brochure information and ensure accurate input of all dance and theatre programs.
- Utilize VSI/RecTrac software to manage program registrations, create class lists, process refunds, generate reports, and more.
- Develop and monitor program budgets; track and approve expenditures to ensure fiscal responsibility.
- Serves as liaison on the Theatre Advisory Committee.
- Evaluate the effectiveness of programs and services, making recommendations for improvement or the development of new offerings.
- Maintain accurate program records and ensure compliance with district policies and safety regulations.
- Work cooperatively with other Park District departments to enhance program quality and promote participation across the district.
- Participate in inter-departmental meetings, staff meetings, and in-service training sessions as assigned.
- Maintain professional relationships with relevant organizations and participate in professional development, trainings, or certification programs as directed.
- Enforce all applicable safety rules, regulations, and procedures related to program activities.
- Support the district's mission, vision, and strategic plan by attending related meetings and assisting with agency-wide initiatives.
- In the event of major operational disruptions or facility closures, perform alternate duties as assigned to support Park District operations.
- Perform other related duties as assigned.

**MARGINAL FUNCTIONS**

- Attend meetings with other departments in the park district to keep informed of events within the district.
- Attends Park District Board Meetings as required.

**PHYSICAL CONSIDERATIONS**

The physical demands described here are representative of those that must be met by an employee

to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to be standing, see, speak loudly and clearly and hear.

Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

### **PSYCHOLOGICAL CONSIDERATIONS**

- Must be able to work closely with participants.
- Must be able to work well with general public.
- Must be able to work well under supervision and direction of supervisor.
- Must be able to work well under stress of complaints and end of session recitals.
- Must be able to work consistent hours as assigned.

### **ENVIRONMENTAL CONSIDERATIONS**

- Worker performs activities indoors. Indoor environmental conditions will include lighting and temperature.
- Worker will be in the presence of several children.
- Worker may be involved in repetitive work.

### **COGNITIVE CONSIDERATIONS**

- Employee must have the ability to follow and give directions.
- Ability to effectively communicate verbally and in writing
- Employee must have ability and work toward to establish great rapport with students, parents and supervisor.
- Employee must use good safety awareness and judgment in all aspects of this position.

To apply, please go to <https://olparks.bamboohr.com/careers/110>