



Recreation Manager- Dance & Theatre Bolingbrook Park District

Contact Name: Anthony Morelli

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Closing Date: 2026-07-31

Salary: \$56,575.00 - \$63,647.00 / Year

Description:

Do you have a passion for the performing arts and a talent for bringing people together? The Bolingbrook Park District is looking for an energetic, creative and organized leader to oversee our Dance and Theatre Programs.

JOB SUMMARY

Under the direction of the Superintendent of Recreation-Facilities & Programs, this position is primarily responsible for the planning, promotion, implementation, supervision and evaluation of dance and theatre programs/special events and assigned recreation programs; including the managing of the dance program events, concerts, competitions, conventions, and performances.

Full Time Staff Benefits:

Two weeks accruable vacation

Sick accrual first year and bank of time in the following years

10 holiday and 1 Floating holiday per year apply based on when you start

Health insurance from 5-15% of park district premium

Dental and Vision at 15% of park district premium

Life insurance coverage paid by the district

IMRF-Illinois Municipal Retirement Fund

Employee Assistance Program-EAP

Complimentary memberships to Lifestyles Health Club & Pelican Harbor Aquatics Park

50% off programs for employee and family members in your household

Optional voluntary benefits paid by employee:

Additional life insurance for employee, and also for spouse and/or children

NCPERS Term Life Insurance

Cafeteria plan for medical and dependent care reimbursements

Deferred Compensation Plan 457

AFLAC Supplemental insurance

MetLife Legal Benefits

EDUCATION, EXPERIENCE & TRAINING

- Bachelor's degree in recreation and parks administration or related field from an accredited college or university
- Three years' experience as a recreation supervisor/manager with emphasis on dance
- Certified Park and Recreation Professional preferred
- Certification in first aid and CPR or acquire within 6 months of hire
- Valid driver's license and use of a car

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of dance and theatre skills and techniques
- Thorough knowledge of program management and special event administration with the ability to effectively communicate these practices to others.
- Strong management base and customer service skills
- Attention to detail, problem solving expertise and the ability to articulate well in both verbal and written form.
- Ability to recognize safety concerns and provide a safe environment
- Strong organizational skills
- Ability to establish rapport by using tact and discretion with customers, staff, competitive dance teams, parents, local organizations and community representatives
- Working knowledge of Microsoft Office Suite of programs
- Basic knowledge of marketing and labor law
- Knowledge of Vermont Systems (VSI) recreation software, preferred

DUTIES AND RESPONSIBILITIES

- Recruit, hire, train, evaluate and discipline staff and instructors for assigned programs and responsibilities creating an environment for success.
- Responsible for staff scheduling and bi-weekly payroll processing.
- Provide a program of continuous in-service training for all assigned staff.
- Foster an environment of positivity and teamwork amongst participants and staff.
- Responsible for updating dance curriculum and performing evaluations for classes and recitals.
- Review, analyze, and prepare the dance, theatre and other assigned program budgets
- Prepare monthly and quarterly reports and KPIs for dance and other assigned programs.
- Purchase materials for assigned programs
- Provide information for monthly Customer Care Newsletter.
- Plan, implement, lead and evaluate annual dance concerts, competitions, conventions, and performances.
- Plan, implement, lead and evaluate theatre programs and performances.
- Assist crews with creating props and sets for performances.
- Prepare, manage and communicate monthly payment plans for all assigned programs; submitting monthly trial balances for those programs
- Create seasonal program plans through the evaluation of community/customer need. Solidify program plans through the development of season brochure, facility reservation process, activity/brochure, proofing cycles and communicating all program plan information, updates and status changes to appropriate staff.
- Collaborate with the Marketing Department to promote programs and events through various marketing tools and stay current with marketing trends.
- Attend IPRA Cultural Arts.
- Establish and maintain effective and cooperative relationships with civic and community agencies and volunteers.
- Explore alternative funding through grants, sponsorship, partnerships, in-kind donations and cooperatives.

- Address citizen and community concerns and inquiries.
- Attend department meetings and other District meetings as directed.
- Sub for classes as needed.
- Attend Disaster Recovery and Cyber Security annual trainings.
- Perform other duties as assigned by the supervisor
- Abide by the Bolingbrook Park District dress code for your area.
- Perform all job tasks within the rules and guidelines of the Park District's safety program.
- Work as a Team Player with co-workers and in conjunction with other departments.

APPLICATION PROCEDURE

All applicants must submit a completed application through the Bolingbrook Park District Website at:
<https://secure7.saashr.com/ta/6202609.careers?CareersSearch=&lang=en-US>