



Cultural Arts Supervisor

Gurnee Park District

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Closing Date:

Salary: \$46000 - \$55000

Description:

This is a newly created position. Under the direction and supervision of the Director of Recreation, the Cultural Arts Supervisor is responsible for oversight of the existing cultural arts programs which include all performing arts programming, youth and adult dance, theater, cultural youth programs and camps. Additionally, this position is responsible for the development of new cultural arts programming. Direct reports include dance coordinator, dance, and theater instructors along with providing leadership for contractual groups that we can partner with to increase our community offerings. This is a Recreation Department full-time position with a normal workweek of a minimum of 40 hours per week.

QUALIFICATIONS

- **Experience:** A minimum of one to three years of **supervisory** experience in dance and/or cultural arts is required.
- **Education:** Bachelor's Degree in Recreation, Education, or related field is required.
- **Skills/Competencies:** Must demonstrate a thorough knowledge of the recreation industry. This person must possess creativity and the ability to initiate new concepts and programs. Possesses the knowledge and ability to organize, plan, and supervise a wide variety of programs, events, staff, volunteers, and facilities. Must be able to interpret customer needs and interests, as well as possess the ability to grasp ideas and concepts, and analyze and implement them. 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. This position must possess a thorough knowledge of the recreation programs and facilities they will be responsible for including cultural arts, performing arts, volunteers, facility management, and other related operations. 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 areas ensuring they are innovative, engaging, rewarding and fun for all participants; and that the current needs of the community is met.
2. Plans, organizes, implements, and evaluates 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, seasonal programming.
3. Recruit, hire, train, evaluate, and provide schedules for all necessary staff and volunteers.
4. Assist and lead Cultural Art special events and specialty programs.
5. Prepare seasonal program, facility, and event information to be published by our Marketing Department.
6. Prepare a budget and goals for your area annually and work to achieve these objectives.
7. Works 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. Work cooperatively with other departments to ensure smooth program and facility operations.
10. Submit work orders for needed repairs, program/event setups, and other maintenance.
11. Prepare and deliver staff evaluations annually and provide oversight to your direct reports for evaluations they give to their staff.
12. Provide oversight into the development and implementation of necessary manuals.
13. Complete necessary records, statistics, and reports as assigned and follow departmental guidelines for receiving customer feedback.
14. 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.
15. Assure that the implementation of programs and services are safe and do not discriminate against age, race, gender, sexual orientation, religion, or disability.
16. Attend and execute assigned components of the Gurnee Days Community Event. This event is scheduled annually the second full weekend in August.
17. Assist with award and accreditation submissions at federal, state, and local levels.
18. 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.

HOURS AND COMPENSATION

- This is a Recreation Department full-time, exempt position with a normal workweek of a minimum of 40 hours per week.
- \$46,000 - \$55,000, annually. Starting salary will be commensurate with the qualifications and experience of candidate.

- Employee benefits: Health Benefits which include medical (PPO and HMO Options) with prescription drug plan, dental, and vision insurances with no waiting period. The District also offers an annual \$3,000 incentive for waiving health insurance. Flexible spending account is available. Basic Life Insurance paid by the District. Voluntary Life Insurance and AFLAC supplemental insurances are also available (employee paid). Time-off includes 13 paid holidays, immediate sick, vacation and personal time (some restrictions apply), program, pool pass, and concession discounts (some restrictions apply), FitNation fitness membership, IMRF pension, 403B deferred compensation plan (Mission Square), etc.