



**Position Title:** Director of the Arts  
**Position Status:** Full-time  
**FLSA Classification:** Exempt  
**Reports To:** Head of School

### **Position Purpose**

In support of the mission of Springside Chestnut Hill Academy, the Director of Arts develops and maintains programs in Visual Art, Music, and Theater that offer opportunities for student and community growth and ways to foster the development of independent creative thought. The Director of Arts is responsible for overseeing the operations of an Arts department K-12 while developing community interest in the Arts through shows in the Crawford Art Gallery, acting as a liaison with a broad network of alumni, scheduling of endowed performances, and implementing community-based programs that connect SCH to the wider art community of Philadelphia. In addition to teaching up to three classes in their area of expertise, the Director of Arts is responsible for the curriculum in all areas of the Arts and works in collaboration with the Lower, Middle, and Upper School division heads. The Director is also responsible for overseeing the operations of the large performing spaces in the school and working with External Affairs on fundraising for large expenditures of the department.

### **Essential Functions**

#### *Arts Leadership*

- Encourages growth and innovation in Music, Visual Arts, and Theater programs.
- Works collaboratively with the Development and Communications teams on fundraising and large-scale programming.
- Oversees maintenance and upkeep of large performing spaces and art classrooms.
- Project management of two events each year and liaison to stakeholders
- Maintains all program budgets.
- Oversees curator selection process for Crawford Art Gallery.
- Conserve and steward the SCH Permanent Collection of Art
- Seeks out opportunities for community-based art projects in Philadelphia communities for students and works collaboratively with Community Partners.
- Works with the Communications Department on publications, press releases, and curriculum guides.
- Oversees the work of an Associate Director of Arts

#### *Grades K–12 Curriculum Leadership*

- Works collaboratively to establish a rigorous, sequential curriculum.
- Articulates departmental strategies in achieving the mission and goals of the school by setting objectives, assessments, and policies in consultation with the members of the department.
- Attends the department chairs' meeting each week. Contributes agenda items and shares responses to school initiatives. Communicates topics from the department chairs' meeting to department members when appropriate.

#### *Department Leadership*

- Models reflective practice, professional growth, and continued scholarship for department members.
- Communicates information to department members relating to planning, curriculum development and assessment, resources, facilities, and activities.
- Coordinates the teaching objectives, materials, methods, and means of assessment used by each teacher within the department.
- Convenes regularly scheduled department meetings:
  - Plans, publicizes, and conducts the Arts Department meetings once per cycle; emails agenda to department members and division heads.
  - Shares agendas and minutes with the Head of Upper School and Middle School.
- In collaboration with Division Heads, evaluates continuously and supports the performance of each teacher in the department, culminating in an annual evaluation conference with performance assessments and shared goals. Supervision includes, but it is not limited to regularly meeting with new teachers, visiting classrooms, and providing ongoing feedback.
- Arranges for departmental long-term substitutes in accordance with the school's substitute teacher policy.
- Conducts job searches to fill vacancies within the department in collaboration with Division Heads.
- Orders equipment, supplies, and educational technology needed for departmental classrooms and related space.
- Supervises use and appearance of bulletin boards/gallery/common spaces related to the department.

### *General Program Support*

- Submits staffing and course offerings for the upcoming school year.
- Represents the department at various school events, e.g., open houses, transition evenings, and award evenings.
- Recommends summer projects and programs to students interested in the discipline.
- Provide the Communications Department news items for the official school website, *Chestnut Hill Local*, and other publications.
- Supports the school and its leadership.
- Performs additional duties as assigned by the Head of School.

### **Qualifications**

- A passion for the Arts and experience advocating for Arts Education within a school.
- Master's degree or post-graduate work in subject matter and/or educational administration.
- A minimum of five years of teaching and administration experience. Experience in an independent school setting is preferred.
- Demonstrated sensitivity, knowledge, and understanding of the diverse backgrounds of community members with a continuous focus on healthy relationship building.
- Demonstrated deep understanding of cultural competency skills and enthusiasm for issues of diversity, inclusivity, and multiculturalism.
- Experience managing budgets.
- Ability to see programs through from conception to completion.
- Experience in upkeep and maintenance of large performing spaces.
- In coordination with the Development Office, plans and executes events.
- Ability to be proactive, take initiative, and creatively problem-solve
- Confidence working independently
- Excellent verbal and written communications skills.
- Demonstrated leadership and facilitative skills.

### **Physical Requirements and Work Environment**

- Work in an environment dealing with a wide variety of deadlines and a varied and diverse array of contacts.
- May work at a desk and computer for extended periods of time.
- Be able to occasionally lift up to 30 lbs.
- Work primarily in a traditional climate-controlled office environment.

### **Application Procedure**

Interested candidates, please email a cover letter, resume, statement of educational philosophy, and contact information for three references to [careers@sch.org](mailto:careers@sch.org).

*Springside Chestnut Hill Academy is an Equal Opportunity Employer.*