

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

DIRECTOR, AUDITORIUM AND K-12 VISUAL AND PERFORMING ARTS

QUALIFICATIONS:

- 1) Bachelor's degree with an emphasis in arts management, speech, dramatics, or music with business or public administration degree preferred, or a related field.
- 2) Minimum of (3) years experience in the performing arts management, arts administration, art education or comparable leadership role or a comparable leadership role, with demonstrated expertise in technical production, facility operations, artist contracting, event management, or performance programming.
- 3) Preferred experience in supporting or coordinating K-12 arts programs (visual arts, music, theatre, dance).
- 4) Proven record of fiscal responsibility and program management.
- 5) Demonstrated professional involvement in state or national arts and arts-education organizations.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to provide visionary leadership for both K-12 arts-education programs and a performing art venue.
2. Knowledge of accounting and bookkeeping methods, financial controls, budgeting and contract negotiations.
3. Strong communication and organizational skills and the capacity to build productive relationships across diverse stakeholders.
4. Ability to collaborate effectively with school administrators, Flagler Auditorium Governing Board, teachers, community organizations, artists, and patrons.
5. Understanding of arts-education best practices, curriculum standards, and student performance opportunities.
6. Skills in fundraising, grant writing, and community partnership opportunities.
7. Knowledge of technical theatre, production logistics, publicity and promotion; box office operations and event promotion.

REPORTS TO:

Superintendent or designee

SUPERVISES:

All assigned Auditorium Staff, Volunteers, and designated arts-education program support staff (as assigned).

JOB GOAL

To ensure the effective operation of the Flagler Auditorium and to support high-quality K–12 visual and performing arts programs that enrich student learning, elevate artistic opportunities, and strengthen community engagement.

PERFORMANCE RESPONSIBILITIES:

A. K–12 Visual & Performing Arts Support and Coordination

1. Serve as the district's primary support for K–12 visual and performing arts programs, working in close collaboration with school administrators and arts educators.
2. Promote and strengthen arts education in alignment with district strategic goals, state standards, and community expectations.
3. Support as needed the planning and coordination of student performances, exhibitions, adjudications, and district arts events hosted at the Auditorium.
4. Support arts teachers by coordinating professional learning, instructional resources, curriculum alignment, and program initiatives.
5. Assist schools in identifying partnerships, grants, and community collaborations that enhance VPA opportunities for students.
6. Coordinate access to the Auditorium for school performances, rehearsals, and learning experiences.
7. Advocate for equitable access to arts opportunities for all students across grade levels and schools.
8. Assist in long-range planning for K–12 arts programming, including equipment needs, program growth, and arts pathways.

B. Auditorium Leadership & Operations

1. Comply with all policies, procedures, and by-laws of the Flagler County School Board and the Flagler Auditorium Governing Board (FAGB).
2. Oversee daily operations of the Flagler Auditorium, ensuring a safe, efficient, and welcoming environment.
3. Serve as the district liaison between the Auditorium Governing Board, district leadership, artists, vendors, and the community.
4. Maintain effective organizational structures that support high-quality programming and venue operations.
5. Collaborate with the agents to select performances that meet financial, artistic, and community engagement goals of the auditorium.
6. Negotiate and implement artist, promoter, and facility contracts.
7. Oversee staff ensuring performance logistics: technical operations, concessions, hospitality, volunteers, and front-of-house management.
8. Develop marketing strategies, publicity efforts, and patron engagement initiatives.
9. Prepare and manage the annual auditorium budget; ensure proper fiscal controls, reporting, and record-keeping.
10. Pursue regional, state, and national grants; prepare and manage grant proposals and compliance requirements.
11. Represent the district in professional arts organizations such as the Florida Arts Alliance, Florida Presenters Consortium and the Division of Cultural Affairs.
12. Monitor the usage (calendar of activities and rentals) and maintenance needs of the auditorium facility.

PHYSICAL REQUIREMENTS:

Light work: exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the approved District's compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel, a district identified evaluation tool. A designated portion of the evaluation may incorporate feedback from the Auditorium Governing Board's executive officers.

*Essential Performance Responsibilities

Job Description Supplement Code: 2

Flagler Schools Strategic Framework – Student & Community Engagement Salary Lane:

AUZ

Approved 04/16/2019

Revised and Approved 2/24/2026