



# THE KING'S ACADEMY

**Job Title:** VPA Specialist  
**Job Status:** Full-Time, 11 months  
**Exempt Status:** Exempt  
**Department:** Visual & Performing Arts  
**Reports to:** Director of VPA

## **Job Summary**

TKA is a Christ-centered school grounded in a Biblical worldview, and we are looking for a VPA Specialist who is a follower of Jesus Christ and is dedicated to the school's Christ-centered mission. The primary responsibility of this position is to provide leadership, oversight and support to the VPA Department programs, with an emphasis on budget development, event planning, contract negotiation, program improvements, and special project coordination.

## **Essential Job Functions**

### **Regular Activities**

- Mentor a group of students by meeting daily as part of the school's home group program
- Collaborate with VPA teachers on various projects
- Onboard independent contractors with program directors and Human Resources
- Manage the VPA budgets
- Oversee VPA purchases
- Review public relations and marketing pieces
- Coordinate fundraising with TKA Development
- Program development and evaluation
- Process Financial Aid needs
- Arrange large-scale travel
- Produce theatrical performances
- Manage Box Office ticket sales for ticketed program performances
- Schedule theater facilities maintenance
- Serve as liaison for VPA programs with the community

## **Qualifications**

### **Education and Experience**

- High school diploma or equivalent required
- Bachelor's degree preferred
- Administrative experience preferred

### **Skills and Abilities**

- Strong leadership qualities and mentoring skills
- Excellent skills in communicating both orally and in written form
- Able to work both independently and in a team setting
- Demonstrated ability to lead by example
- Proficient with Microsoft Office and Google Suite
- Ability to learn new computer software systems
- Familiar with basic accounting principles

### **Core Characteristics**

- Commitment to loving and serving Jesus Christ and supporting the school's mission
- Ability to work under pressure and in a fast-paced environment
- Positive, flexible, resourceful, and solution-oriented
- Able to understand, love, and relate to students
- Exhibits knowledge of and appreciation for visual and performing arts
- Must be active in or pursuing community in a local Christian body of believers
- Must have compatible theology in line with TKA's Statement of Faith and Lifestyle Agreement

### **Working Conditions & Physical Requirements**

- Required to use the computer throughout the day
- Work will be performed from the campus
- Will move throughout the campus during the day
- May occasionally have to lift up to 40 pounds
- Work is generally performed throughout the year, **with varying hours**
  - This position will occasionally require you to work nights, weekends, and overnights (for trips/events). As much advance notice as possible will be provided.
  - The months listed are approximate, and the annual start and end date will be dictated by the school calendar and the department's needs.
  - You will receive 22 days off during the summer

### **Salary & Benefits**

- TKA offers a [comprehensive benefits package](#) that includes medical, dental, and vision insurance. Additionally, TKA has an HSA and FSA plan, Employee Assistance Program, 403(B) base with matching contributions, basic life insurance, paid time off, and paid professional development.
- **Pay Grid:** Specialist II
- **Pay Grid Range:** \$63,399 to \$75,768
  - *Salary is based on a preset pay grid and determined by education and experience; Most candidates enter in the lower to middle range.*

### **Please Note:**

*Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time; therefore, this job description is subject to change.*

**To apply for this position, please click our [application link](#) to be redirected to our recruiting website.**