



Fairmount Center for the Arts DIRECTOR OF PROGRAMMING

OVERVIEW:

The Director of Programming develops an engaging array of programs spanning dance, fitness, music, theatre, and visual arts throughout the year at Fairmount Center for the Arts.

This position reports to the Executive Director. The Director of Programming supervises the Art Director and Dance Director as well as a teaching faculty of approximately 35-40 independent contractors.

MAJOR AREAS OF RESPONSIBILITY:

- Develop the **programming strategy** to provide offerings for all ages, from early childhood to adults, that ensure financial viability and community impact.
- **Recruit, train and support teaching faculty** to ensure outstanding program quality.
- **Develop and oversee delivery of programs and events** in dance, music, art, theatre, fitness, and other arts-related topics; evaluate and revise the offerings based on faculty and customer feedback.
- **Stay up-to-date with current trends** in arts education, state and federal K-12 standards and continuing education requirements, educational theory, pedagogy and as well as arts issues, advocacy and policy.

SPECIFIC RESPONSIBILITIES OF THE JOB

- Develop classes, camps, workshops, and other programs for three sessions per year (fall, winter/spring, and summer)
- Schedule programs; collaborate with Fairmount staff to produce the catalog and create online content to engage relevant audiences.
- Hire, train, and schedule faculty. Communicate effectively regarding program policies, expectations, ratings, and outcomes; manage contracts and evaluations.
- Coordinates with the Director of Operations to proactively communicate with students and families to ensure active participation in programs (i.e. text updates, orientation emails).
- Complete analysis on program effectiveness and community interest, developing new classes to respond to community needs.
- Work as part of a team to organize and oversee the end-of-session performances (music, theatre, and dance) in close coordination with the Director of Operations, Dance Director, Fairmount Youth Theatre Director, and other staff.
- In collaboration with the Executive Director, plan the annual Pull Back the Curtain Speaker Series calendar and other special events.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Bachelor's degree in business, arts administration, arts management, arts education or related field.
- At least 3 years experience in program strategy, delivery and management.
- Strong written and verbal communications skills.
- Demonstrated success as a supervisor, developer and coordinator of programs.
- Excellent time management skills.
- Availability to work evenings and weekends as needed for programs.

Personal Characteristics

- Organized; detail oriented
- Self-motivated with a demonstrated orientation toward achievement of qualitative and quantitative goals
- Excellent interpersonal and communication skills; works well independently and with a team

SALARY AND BENEFITS:

- Salary commensurate with education and experience
- Hybrid schedule with 2-3 days a week offsite
- 15 days paid time off
- 9 paid holidays
- Health care stipend
- Discounts for Fairmount's classes, camps, and workshops

APPLICATION PROCESS:

Email a letter of interest, an updated resume and contact information for three references to Elizabeth Bolander, Executive Director, execdir@fairmountcenter.org

Fairmount Center for the Arts
8400 Fairmount Road
Novelty, OH 44072
www.fairmountcenter.org
440-338-3171

The mission of Fairmount Center for the Arts is to enrich lives through the arts.