

## **POSITION DESCRIPTION – ASSISTANT DIRECTOR OF THEATRE COMMUNITY SCHOOL OF THE ARTS**

### **Overview**

Community School of the Arts (CSA) is a non-profit arts education organization serving children and youth in the visual and performing arts. CSA provides high-quality instruction in music, theatre, dance, and visual art to children and youth of all ages and levels. Our mission is to educate, inspire, and empower students for service and leadership through artistic excellence.

In August of 2024 CSA moved into the **Arkansas Center for the Creative Arts**, a 40,000 sq. ft. state-of-the-art facility located on a stunning 10-acre campus on Fort Smith's beautiful Riverfront Drive. The facility was built through a capital campaign and houses both CSA and a new Performing & Visual Arts High School called the Institute for the Creative Arts. This first-of-a-kind Center in Arkansas is the "hub" of arts activities for children and youth in Arkansas and Oklahoma reaching a population of some 600,000.

As we continue to build our reputation of excellence in the arts, and continue to develop programs, we are seeking an outstanding leader to serve as the Assistant Director of Theatre with an emphasis in choreography in our after-school Community Arts Connection program. This individual will further develop the entire theatre program and serve with the Director of Theatre for all children and teen shows, camps, and other activities. Creativity, innovation, and passion are at the core of this position.

The ideal candidate will have experience building and working in a musical theatre program with strong skills in musical theatre choreography. The candidate must be able to recruit and teach students from very young through high school. In addition, the candidate will have experience working with parents. The candidate will have a background in theatre with emphasis in musical theatre and choreography. Experience in teaching voice a plus. The Assistant Director will possess excellent communication and leadership skills and will serve alongside the Director of the theatre program. The Director and Assistant Director will be the face of the program. The candidate will also have the opportunity to develop dance classes for a variety of ages. The candidate must be able to network with the community and identify potential families for the program.

### **Requirements**

- A minimum bachelor's degree in theatre or theatre education, master's preferred, with credits in dance/choreography
- A minimum of 3 years of teaching
- Team builder, highly organized and possessing excellent customer service/communication skills
- Dynamic and energetic leadership qualities
- Ability to collaborate and involve community partners

### **Responsibilities**

- Be responsible for parent engagement and recruitment and retention of students
- Assist in the direction of multiple theatre companies divided into ages
- Work with a team of instructors and technical staff
- Develop classes, camps, and other activities as there is need

**Salary/Benefits**

12 Month contract

Competitive, based on experience and qualifications

Paid holidays, sick time, and vacation time

**Start Date:** January 2026 - Open until filled

Send vita, unofficial transcripts, and contact info for three references to: [info@csafortsmith.org](mailto:info@csafortsmith.org) or

Dr. Rosilee Russell, Executive Director [Rosilee.russell@csafortsmith.org](mailto:Rosilee.russell@csafortsmith.org)