

**POSITION DESCRIPTION – 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. Currently, we are in the middle of a capital campaign to build a 40,000 sq. ft. facility called the **Center for the Creative Arts** on our riverfront in Fort Smith. This first-of-a-kind Center in Arkansas will be 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 Director of Theatre in our after-school Community Arts Connection program. This individual will further develop the entire theatre program and serve as the Director 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 leading a theatre program with emphasis in musical theatre as well as 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. The Director will possess excellent communication and leadership skills and will serve as the face of the theatre program. 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 vocal music instruction
- 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
- Direct multiple theatre companies divided into ages
- Oversee a team of instructors and technical staff
- Develop classes, camps, and other activities as there is need

Salary/Benefits

9-12 Month contract depending upon enrollment and interests

Competitive, based on experience and qualifications

Paid holidays, sick time, and vacation time

Other benefits to be determined

Start Date: Open until filled.

Send vita, unofficial transcripts, and contact info for three references to: info@csafortsmith.org or Dr. Rosilee Russell, Executive Director Rosilee.russell@csafortsmith.org