



**Executive Director of Community Arts Connection
Community School of the Arts
Fort Smith, Arkansas**

Overview

Community School of the Arts (CSA) is a non-profit arts education organization in Fort Smith, Arkansas 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 develop confident leaders and outstanding citizens through educational and artistic excellence. CSA is in the middle of a capital campaign to build the new **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 and set to open in summer 2024. The Center will house not only the Community Arts Connection programs, but the new Performing & Visual Arts High School opening in August 2024.

As we continue to build our reputation of excellence in the arts, and continue to develop programs, we are seeking an individual who can serve in an important role.

The Executive Director of Community Arts Connection of CSA will oversee the development and implementation of all after-school enrichment programs and activities. This individual must have the vision and creativity to build upon existing programs while creating and growing new programs.

CSA will serve as a feeder program to a new Performing & Visual Arts High School called the Institute for the Creative Arts. He/She will work collaboratively with the Founder & Artistic Director of the Institute and will report directly to the CSA Board of Directors. Communication and passion, along with strong organizational skills are at the core of this position as this person serves as the leader of these programs.

The ideal candidate will have experience managing and overseeing arts programs for children and youth. He/She will have experience working with faculty in a variety of arts disciplines, office staff, parents, and students. The candidate will have an understanding and appreciation for the arts plus a history of leadership in a non-profit organization. Preference will be given to the candidate who has a background in one or more arts disciplines and has taught in an arts field. The candidate must also be able to network with the community and identify potential families for CSA programs.

Requirements

- A minimum Bachelor's degree in an arts or education field, Master's preferred. Work experience in the areas of music, theatre, dance, and visual arts a plus.
- At least 3 years of leadership experience
- Team builder, highly organized and possessing excellent customer service/communication skills
- Ability to work independently, exercise good judgment and take initiative. Skills in problem-solving, negotiation, tact, and diplomacy important.

Responsibilities

- Oversee the operations and programs of CSA and carry out the CSA Mission
- Work collaboratively with the new high school Institute to feed students into the high school and collaborate on events and activities
- Oversee budget and financial needs
- Oversee CSA staff and coordinate details with the staff daily
- Work with faculty to develop the yearly master calendar
- Oversee all Community Arts Connection instructors and instructor needs
- Hold regular faculty meetings
- Assist faculty in developing new programs
- Network with the community to market CSA programs
- Assist in fundraising events
- Solicit current and potential sponsors
- Approve all marketing materials
- Oversee recitals and other events
- Oversee the development of the CSA master calendar
- Hire new faculty and other personnel and maintain policies and procedures
- Provide assistance with any essential function related to all CSA classes, lessons, and rehearsals
- Coordinate faculty payroll with the Finance Officer
- Teach in one or more arts disciplines as needed
- Facilitate professional development opportunities
- Coordinate both outreach classes and off-site residency programs
- Develop assessment and evaluation measures for CSA faculty and programs
- Write and research grants

Salary

12-Month contract

Competitive, based on experience and qualifications

Benefits Negotiable

Start Date: Target Date: Summer 2024

Position is open until filled

Send vita, unofficial transcripts, and contact info for three references to:

Dr. Rosilee Russell, Executive Director

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www.csafortsmith.org