**Director of Performing Arts**

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Saint Andrew's School - Boca Raton, FL

**Description:**

**Saint Andrew’s School has engaged DovetailED to lead this search. Interested candidates should email a cover letter (addressed to Assistant Head of School, Dr. Chris Harth), a resume, and a list of at least three professional references consolidated as a single PDF document to Zack Lehman at zack@dovetailedsourcing.com.**

**About Saint Andrew’s School:**

Saint Andrew's School is an independent, co-educational school for grades PK-12. Saint Andrew's is both a day school and a boarding school, educating students from across the United States and throughout the world. As a college preparatory school in the Episcopal tradition, Saint Andrew's welcomes students of all faiths, customs, cultures, and beliefs. "Honor Above All," academic excellence, and education in Mind, Body, and Spirit reflect the Saint Andrew's experience. We are committed to educating the "whole child" while instilling a dedication to lifelong learning. 

Saint Andrew’s School employees are committed to the mission to provide educational excellence in an inclusive community, fostering lifelong learning and nurturing each individual in mind, body, and spirit in the Episcopal tradition. 

Saint Andrew’s School celebrates having a robust and active performing arts program for its students in Grades PK-12. Coursework in music, dance, and drama provides students with exciting opportunities to explore and grow their talents across a range of genres and styles; through their teaching, instructors encourage creativity, self-expression, the development of artistic craft, critical thinking, and collaboration.

**Position Summary:**

The Director of Performing Arts collaborates with the Assistant Head of School, Dean of Studies, and the Lower, Middle, and Upper School division heads in the development and delivery of mission-aligned curriculum and instructional practices.

The director is responsible for leading the successful implementation of high-quality educational programs and managing the professional performance of the faculty in instructional roles for the courses in music, dance, and drama. The director provides leadership oversight and manages the budget for major productions, including the LS Musical, MS Musical, US Fall Play, US Musical, Novemberfest, and the Spring Celebration of Dance. The director also is expected to collaborate with the school leadership to organize and facilitate musical interludes during celebratory community events such as Homecoming, Lessons and Carols, holiday concerts, Grandparents Day performances, admissions open houses, and other events as directed by the Head or Assistant Head of School.

**Duties and Responsibilities:**

* Provide leadership, mentorship, and guidance to faculty while promoting positive morale and creating productive relationships with colleagues, students, parents, and administrators
* Collaborate with the Dean of Studies, division heads and department faculty to develop and implement the scope and sequence of academic coursework, curricular content, course material, and assessment practices
* Collaborate with the Assistant Head, Dean of Studies, and division heads to manage the support and development of departmental faculty according to the Guide to Performance Management
* Collaborate with the Dean of Studies regarding faculty teaching assignments, in conjunction with the division heads and Assistant Head of School
* Collaborate with the Dean of Studies and division heads regarding student placement in department courses
* Serve on hiring committees for departmental faculty
* Serve on the Academic Affairs Committee and the Educational Leadership Team
* Serve on Committee on Equity and Justice and help fulfill the charge and mission of the Committee, including supporting DEIJB initiatives and progress in accordance with the School’s mission, vision, values, and strategic plan
* Manage the department budgets for academic resources, performances, and capital requests in conjunction with the CFO/COO
* Collaborates with the Director of Facilities and Operations on the maintenance and improvements of Wight Hall and related spaces
* Oversee the daily operation of the department including the supervision of the Administrative Assistant of Performing Arts and the Theater Manager
* Set departmental goals and hold regularly scheduled department meetings
* Collaborate with Director of Special Projects, divisional deans, and others to coordinate scheduling of Wight Hall and related spaces and events
* Work with parents, faculty, and relevant senior administrators when student concerns arise
* Manage department representation at school-wide events (i.e., open houses; curriculum coffees)
* Coordinate department-specific events, in partnership with division heads and Dean of Studies
* Teach up to three sections, with some course release possible if directing a major production
* Perform other duties as assigned by the supervisor

**Qualifications:**

* Bachelor’s degree required, with a graduate degree highly preferred
* A strong background in curriculum and instruction in discipline-specific content
* Outstanding teaching and directing skills, with a minimum of 5 years experience preferred
* Demonstrated leadership skills, preferably of large, PK-12 performing arts departments
* Exceptional written and oral communication skills, as well as the ability to manage challenging conversations
* Excellent organizational and interpersonal skills
* Possess a collegiality and willingness to collaborate with colleagues and coordinate school-wide events
* Ability to work effectively with people of diverse backgrounds and promote a positive working environment
* Commitment to a growth mindset and continuous development

Physical Demands:  Must be able to sit, stand, walk, bend, lift, and for the majority of the work day. May be required to lift up to 25 pounds.

*Saint Andrew’s School is committed to providing equal opportunity in all employment practices without regard to age, gender, race, religion, color, sexual orientation, gender identity or expression, national origin, ancestry, citizenship status, marital or familial status, pregnancy, disability or handicap, genetic information, military status, or any other protected status in accordance with the requirement of all federal, state, and local laws.*

*Saint Andrew’s is a drug-free workplace. All employees must successfully maintain an acceptable Level II criminal background check.  Saint Andrew’s School may, in its discretion, modify or adjust the position to meet the school’s changing needs.*

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