

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Supervising Arts Specialist	REPORTS TO:	Site Administrator
DEPARTMENT:	San Diego School of Creative and Performing Arts (SCPA)	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	044
ISSUED:	October 28, 2008		AASD Supervisors'

BASIC FUNCTION:

Supervise the operations of the arts facility and theater box offices at the San Diego School of Creative and Performing Arts (SCPA) including the recruitment and auditioning of students and the supervision of assigned classified personnel; serve as community arts liaison.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. [Duties may vary from site to site.] This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Supervise the operations of the arts facility and box office at SCPA including assigned classified personnel; serve as theater supervisor. E

Serve as community arts liaison; contact, develop and maintain a variety of partnerships for the benefit of the performing arts at the site including media and casting agent contacts and contributors for arts scholarships. E

Oversee and manage the student articulation and recruitment process by working with feeder schools and attending their presentations; oversee and manage the 9th through 12th grade audition process; oversee and monitor student enrollment. E

Curate the annual performance and exhibition season in cooperation with staff. E

Coordinate all aspects of managing SCPA's theaters with special attention to marketing, audience development, and fundraising. E

Responsible for the management of grants and state funding which includes grant writing, coordination, and oversight. E

Coordinate all aspects of theater production including the scheduling of personnel, securing performance rights, identifying budget funding sources and facilitating payments to vendors; coordinate artistic staff for productions including outside scenic, lighting and costume designers. E

Prepare, manage, and monitor the program's budget including instructional supplies for all site art departments, field trips, conferences, equipment, etc. E

Participate in the development of arts curriculum and arts programs; oversee and manage the arts programs activities and calendar. E

Serve as a primary contact and district resource for the department; liaison with various departments including VAPA, Enrollment Options, and Pupil Transportation and serve as site alumni liaison. E

Responsible for the arts facility scheduling of all performing spaces and reservations; prepare and manage vendor contracts; coordinate and schedule school assemblies and arrange for seating. E

Assist in the interview and selection process; train, supervise, and evaluate the work of assigned staff. E

Conduct research, analyze and compile data, and prepare and maintain various reports. E

Represent the site as the arts specialist in regular meetings with fundraising groups and sponsors such as Friends of SCPA; represent the organizational unit at conferences and meetings. E

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to a bachelor's degree in arts education, arts management, theater, dance, fine arts or related field and three years of regional and/or national arts institution management/supervisory experience. Demonstrated knowledge of arts, artists, arts education, and the entertainment industry is required. A master's degree in arts management is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

Will be required to work evenings and weekends during production weeks.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organizational development principles and practices.

Technical aspects of field of specialty.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Reading and writing English communication skills.

ABILITY TO:

Provide leadership and direction in assigned functions.

Operate standard office equipment including microcomputers and related software applications.

Be flexible to work evenings and weekends as required.

Communicate effectively orally and in writing.

Communicate effectively and maintain cooperative relationships.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Read, [interpret], apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor; office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to perform assigned duties, prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Issued 10.28.08

Job Code 6543

JB