

## **R&P Area Coordinator - Performing Arts**

The purpose of this position is to manage the day-to-day operations of the City's Performing Arts programs while strategically planning for future growth, needs and success within the programs.

These programs include an array of dance, theatre, musical theatre, music, recitals, stage productions, and two audition-based programs (Roswell Dance Starz and Roswell Youth Theatre).

In addition to the planning and implementation of Performing Arts programs and events, under the supervision of the Cultural Arts Manager, responsibilities include, but are not limited to:

- maintaining the highest quality programs and customer services that meets and exceeds the needs of the community
- presenting diverse arts and educational programming that excites, inspires and engages participants
- providing the leadership and expertise required to operate the program at its highest capacity while supervising performing arts supervisors and part-time staff
- ability to effectively lead, motivate, and evaluate assigned staff
- ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- developing effective and efficient communication for the entire performing arts section both internally and externally
- continually ensuring a proactive, positive and collaborative environment through trustworthy leadership
- implementing goals for Performing Arts programming that compliment the overall department's goals, objectives and strategic planning
- actively contribute constructive input to department-wide initiatives and procedures
- evaluating program success and participant feedback in order to facilitate program improvement
- provide oversight, guidance and support for booster clubs and other affiliated groups connected with programs
- knowledge of supervision, budgeting, and purchasing principles, procedures and practices

- exhibit strong networking and relationship skills in order to form professional relationships with community organizations and similar performing arts organizations in order to build a collaborative support system within the community
- ability to be flexible and adjust priorities as needed
- ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information
- evaluate and stays current on trends and program growth opportunities within the industry

**Education and Experience:**

Requires a Bachelor's degree in performing arts or closely related field, or equivalent and proven professional experience within the industry; supplemented by five (5) years of experience and/or training that includes designing artistic programs, managing program budgets, creating productions for performing arts companies and/or studios, employee management and team leadership, public speaking and outreach, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.