Job Purpose:
The Director of Fine and Performing Arts is responsible for the leadership, general administration, and direct supervision of the arts programs and curriculum at St. Agnes Academy. The Director of Fine and Performing Arts will collaborate with the Directors of Music, Theatre, Dance and the Fine Arts Department Chair to support them in the growth and execution of their various programs. This person serves as a member of the Principal's Team.

Faith, Community, and Dominican Charism

- Ensure that the four pillars of a Dominican education (prayer, study, community, preaching) are developed and promoted among the school community.
- Develop an active faith community and model Catholic values.
- Incorporate prayer and spiritual formation within the student, faculty/staff, and parent communities.
- Uphold and implement the Dominican charm and the Houston Dominican Sisters’ congregational goals.

The main responsibilities will include:

Administrative

- Assists in the development and maintenance of board policies related to the arts
- Oversees scheduling and transportation for all arts field trips, performances, tours
- Serves as a liaison between the arts and school administration in all matters involving problems and grievances related to the music, dance, theatre, and fine arts programs
- Coordinates art submissions for the Scholastic Art and Writing Awards
- Coordinates the arts portions of the Celebrate SAA Assembly
- Coordinates the Art Expo and supports the creative growth of the program
- Communicates with academic dean and registrar regarding issues of eligibility for participation in Tiger Girls and theatre productions.
- Updates the main calendar with the dates of all arts related performances
- Works with associate directors/department chairs on teaching assignments for teachers in the fine and performing arts with input from the principal and the academic dean
- Supervises, observes, and evaluates fine and performing arts directors, chairs and teachers in coordination with the principal and academic dean
- Recruit and recommend the employment of quality professional fine and performing arts department personnel
Approves all show choices and secures the production rights for each show

Public Relations and Marketing
- Attends advancement events as necessary
- Attends St. Agnes music, theater, and dance performances as well as SAA/Strake Jesuit Band and Orchestra performances on the Strake Jesuit campus
- Helps Booster Club in their efforts to raise money and awareness
- Works with communications department regarding publicity in the local media
- Assists director of admissions with recruiting events, particularly 8th grade visits and the annual Open House for Prospective Students
- Helps maintain the fine and performing arts information on the school website
- Creates and promotes programs for recognition and exposure of student artists to arts college
- Positively represents and promotes the St. Agnes arts programs to the parents, the public and all interested parties

Financial and Facilities
- Oversees an annual budget for the music, theatre, dance, and fine arts programs
- Coordinates the use of facilities for all arts programs
- Makes recommendations for the planning and/or renovating of arts facilities
- Works with director/department chairs on purchase and inventory of all supplies for the arts program
- Works with director/department chairs and facilities to implement pre-production, post-production, monthly and yearly maintenance plans as required for facilities and equipment

Other Duties
- Teach 1 course each semester
- Builds connections and cross-curricular programming between the fine and performing arts as well as between the arts and other core curricular subject areas
- Attends major school events as a member of the principal’s team
- Performs other duties as requested by the principal

Qualifications:
- Undergraduate degree fine or performing arts, or related field
- Master of Fine Arts degree or a Master's in Arts Leadership, strongly preferred
- Substantial experience in the arts with a deep understanding of trends, academic and market forces in the arts world
- Effective organizational, communication, presentation, and interpersonal relations experience
- Reputable experience as an arts educator. Private school experience a plus
- Knowledge of arts programming in the areas of fine arts, music, dance, and/or theater
- Knowledge and experience with state-of-the-art fine and performing arts equipment, technology, and presentation spaces
- Demonstrated ability to implement and evaluate an effective and high-functioning fine arts program
- Demonstrated ability to manage budgets and personnel
- Commitment to embracing the mission of St. Agnes Academy
- Knowledge of Microsoft Suite programs
- Professional attitude, behavior, and appearance
- Completion of Safe Haven training (can be completed after hire)

Work Environment:
This job operates in a professional/educational environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and other technologies.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit at desk area, communicate via phone/face to face, manually input data into a computer, walk to different office areas, reach with hands and arms, and lifting a minimum of 25 lbs.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all the responsibilities and duties that may be assigned or skills that may be required.

Reviewed by employee:

Date: