

Position:**ARTISTIC DIRECTOR OF PRODUCTION ARTS &
PRODUCTION COORDINATOR****Job Summary:**

Oversee all aspects of the development of curriculum and programming for the Production Arts major and produce a series of schoolwide shows and exhibitions throughout the school year, including the school musical.

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www.CharterArts.org

Lehigh Valley Charter High School for the Arts (Charter Arts) is a non-profit 501(c)3 tax-exempt corporation founded in 1998. Charter Arts is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Job/Position Specific Requirements:

- MFA and/or PA certificate in Communications, Art Education, Technology Education or similar required; additional certifications preferred and/or willingness to attain certification required
- Experience working with high school students or similar in all aspects of production design (set design and development, costuming, props, makeup, sound, lighting, stage management, etc.)
- The ability to run an artistic program by managing student and teacher needs
- Meets expectations under teacher job description as this position also maintains a teaching schedule
- Coordinates work flow for departmental projects
- Coordinate calendar project development BB, Theatre, Commons, Gallery, other
- Communicates with Artistic Directors to coordinate design meetings by department
- Supervise and oversee contracted service support, as well as scheduling internal employee support, for shows, events, and rentals; coordinate with and support rental needs with Community Relations
- Coordinate stipends and collaborate with school employees on the selection and production of the annual schoolwide musical; ensuring timelines are met start to finish, etc.
- Oversee safety Production needs for students and employees
- Facilitate Design Meetings with directors and external clients, as needed, to ensure the event's vision is realized
- Engage students in hands-on, experiential learning through the design process from concept through completion of pre-production setup for schoolwide events, shows, productions, and rentals as discussed with artistic directors and/or outside clients during initial design meetings
- This is a 12 month position.

JOB PURPOSE

At Charter Arts, we know that relationships come before content, and students are more likely to learn when they are positively engaged in class with a teacher and peers with whom they have positive relationships. Teachers are expected to create safe spaces where students feel comfortable sharing their voices as equity, diversity, inclusion, and accessibility are organizational imperatives. Therefore, it is a teacher's purpose and responsibility to plan for and facilitate community-building within their classrooms, create collaborative and arts-integrated curriculum and learning experiences, and challenge student thinking in new and innovative ways while aligning instruction to state core and artistic standards. Further, a teacher's job is to ensure that learning is occurring by assessing, monitoring, intervening, and supporting students' individual growth and mastery. Teachers must meet their students' needs academically, socially, and emotionally and are expected to be reflective practitioners always striving to improve their instruction, classroom experience, and contribute to Charter Arts' vision and mission.

Essential functions of the job may include but are not limited to the following:

Supervision of all aspects of the instructional program

- Ensures alignment of curriculum development and implementation as aligned to PA content standards and artistic area standards. Reviews and updates current courses and curriculum as necessary.
- Coordinates and implements department vision to align with strategic plan, school mission/vision, state standards, and other requirements.
- Coordinates book review and purchases, if applicable, with principal.
- Assists in development of master schedule by recommending course offerings, schedule of classes, teacher assignments, and room usage.
- Attends required meetings with the administrative team, department chairs, artistic directors, and/or instructional leadership team as necessary.
- Prepares for and attends instructional leadership team meetings monthly.
- Collaborates with colleagues to create/update student scheduling within the department (and audition electives if applicable) and other common assessments within their department; is the final decision for tie break situations regarding student course placement.
- Collaborates on the creation of placement exams, common assessments, artistic juries, etc. as it pertains to the department.
- Organizes and conducts the evaluation of current courses and curriculum
- Oversees the Student Learning Objectives (SLO) program within the department and provides direction and support to teachers as necessary
- Supports department personnel in the development of long-term, alternative projects for students that are out or unable to participate for extended periods due to illness or injury.

Supervision and monitoring all departmental operations

- Collaborates with school administration to develop daily departmental schedules and oversees daily routine and schedule within the department.
- Recommends performance dates, field trips, etc. to school for annual calendar development and works with colleagues to adjust dates as necessary. Utilizes the school's internal Google calendar to organize department specific events, identifying when other personnel are needed (lighting, sound, facilities, etc.).
- Facilitates regular department meetings and ensures that minutes are taken and uploaded to the department curriculum folder in Drive.
- Monitors Powerteacher Gradebook of all faculty members within their department; oversees grade input, comments, and other needs as directed.
- Adheres to deadlines set by administration and ensures faculty within their department do the same.
- Prepares and manages the department budget and financial resources in the most cost effective manner. Oversees, approves and submits all purchase orders for the department.
- Organize and monitor funds for departmental field trips, etc.
- Oversees department textbooks and other inventory (which may include costumes, props, etc. depending on department); including but not limited to: counting, sorting, storing, assessing needs, and ordering new books when necessary.
- Prepares departmental Board reports.
- Communicates with parents directly regarding concerns within the department.
- Participates in monthly ILT meetings
- Meets with school administration as necessary to review department budgets, curriculum, other needs as identified, etc.

Supervision and monitoring of department personnel

- Assists administration in selecting, interviewing, and hiring new personnel within their department over the 12 month year.
- Mentors new hires and existing members of the department on an ongoing basis and during the new teacher induction process.
- Communicates with and maintains open lines of communication with various stakeholders (administration, guidance, case managers, parents, other teachers, etc.).
- Monitors parent contact logs for department personnel and meets with teachers to review and discuss as necessary.
- Supports department personnel with classroom management, parent communication, and other interventions and supports as needed.
- Directly observes members of faculty within their department and completes formal documentation to assist in professional development of faculty members.
- Supports long term substitutes and student teachers within the department as necessary.
- Attends workshops, courses, and conferences relevant to continuing professional development as necessary and supports other members within the department in seeking professional learning opportunities outside of the local organization.
- The Artistic Directors is the first line of support for teachers within their departments and should help teachers with problem solving, reflection, and improvements as per the PA Teacher Effectiveness Framework which is focused on planning and preparation, instruction, classroom environment, and professional responsibilities.

Artistic responsibilities

- Provides interventions and supports for students in your department as needed with disciplinary matters; collaborates with school administration.
- Hosts and produces departments shows, events, concerts, parent nights to support ongoing departmental efforts and communicates with parents regularly regarding performance information, updates, changes, etc.
- Coordinates, maintains, and establishes professional relationships with local community partners and national organizations as necessary to ensure opportunities for students which includes master classes, workshops, field trips, professional performance opportunities, etc.
- Researches and coordinates artistic professional development opportunities for teachers within the department as appropriate and maintains a portfolio of training
- Oversight of departmental fundraising efforts and support of annual school wide efforts, such as the program book ad campaign, Arts Walk, etc.
- Creates a department parent organization to support fundraising efforts and school events as needed. Provides parent names to the larger school parent organization to help support school wide efforts as necessary.
- Coordinates with other artistic directors and department chairs to establish cross-curricular events schoolwide with the goal of at least one per year.
- Ensures appropriate costuming, etc. if applicable by in-major/performance of musical.
- Mentors student leadership within the department.
- Researches, pursues, and creates opportunities for showing student and faculty work.
- Collaborates with the Guidance Department to schedule college visits and auditions and investigate and promote artistic scholarships as appropriate.
- Establishes and maintains relationships with college artistic program directors.
- Establishes "sit-out" assignments for students who are unable to participate for extended injuries or long-term illnesses.
- Oversees and manages technical crew (front of house and back of house) needs for performances within the department.
- Procures videographers and photographers for all performances as necessary
- Investigates grant opportunities and collaborates with school administration to enhance opportunities within

the department for faculty and students as appropriate and available.

- Oversees the development of marketing materials and box office for the season. Coordinates the distribution of posters, postcards, etc. for marketing purposes.
 - Oversees the hospitality area for concerts/performances.
 - Other responsibilities as assigned.
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CRITERIA FOR SELECTION:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- BA/BS or Masters degree in teaching from an accredited institution or related field
- Pennsylvania teaching certificate in appropriate subject area
- Artistic faculty are required to be active professionals in the field in which they are seeking employment and should provide evidence of this with their application
- Ability to establish and maintain positive, cooperative, and effective working relationships with others
- Ability to communicate effectively orally and in writing
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Must have and maintain high expectations for all students.
- Demonstrates creativity and leadership.
- All employees are expected to be active change agents with an equity based, innovative mindset, for advancing the future of their students and departments.
- Knowledge and implementation of relevant technology.
- Schedule:
 - The Charter Arts school day requires full time employees to be present from 7:30am - 3:30pm; hours may need to adjust or flex depending on the needs of the specific position as outlined by the direct supervisor.
 - All employees must be willing and able to work outside of regular school hours, including nights and weekends, when necessary and/or when outlined by the supervisor to help support the mission and vision of the school.
 - *The Charter Arts 2022-2023 schedule may require teachers to teach on campus, off campus, or in a hybrid format, including both in person and remote instruction, to meet the needs of our students and to maintain CDC/PDE safety protocols pertaining to the COVID-19 Pandemic. Instructional days/times are subject to change as needed based on federal, state, local, or LEA decisions made in the best interest of students.*

PHYSICAL QUALIFICATIONS:

This list covers the most significant essential and marginal functions but does not exclude other occasional responsibilities and accountabilities, the inclusion of which would be in conformity with the major purpose of this job.

- Ability to operate office equipment; ability to use computer technology and digital cameras efficiently; must appropriately handle confidential information; ability to use AV equipment for group meetings, presentations, projectors, and video equipment.
 - Physical - Sit: 40% Drive: 5% Walk/Stand: 55%
 - Body Movements: Manual dexterity to use office equipment and repetitive movement of fingers and hands for keyboarding
 - Lifting: Moderate lifting from 15 to 30 pounds
 - Mental - Ability to follow written and verbal directions using correct grammar, sentence structure, and spelling. Ability to interpret, analyze and problem solve both written and verbal communications.
 - Environment - Artistic high school environment.
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Notes:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.