

PERFORMING ARTS SUPERVISOR 1

The Performing Arts Supervisor 1 reports directly to the Performing Arts Coordinator and serves as the public face of the performing arts program and by extension, the City of Roswell. To this end, the Performing Arts Supervisor should maintain a professional and courteous attitude when interacting with patrons, customers and co-workers. This position co-produces a season of live performances featuring students of the Performing Arts program. They develop strategies for offering a diverse range of classes and camps in dance, theatre and music. The Performing Arts Supervisor 1 is familiar with how to organize and produce dance/theatre shows, teach dance/drama arts, utilize and coordinate volunteers, uphold great customer service skills, and is knowledgeable with aspects of sales and marketing.

DUTIES & RESPONSIBILITIES

The Performing Arts Supervisor's duties include the following:

Season planning and production

- Planning & Executing large scale performances for all ages
- Creating and teaching choreography for productions and programs
- Edit music for productions
- Create and edit video for promotional material
- Plan & coordinate special performances, educational trips and outreach, i.e. concerts, competitions, workshops, conventions, nursing homes, festivals, parades.
- Costume design or costume selection, sizing and ordering
- Moving large props and set pieces.
- Stage managing
- Recommending proper dance footwear to participants
- Providing instruction to participants on stage makeup, hair and dress and overall production etiquette.

General Duties & Responsibilities

- Public speaking
- Develop & maintain performing arts budgets for classes, camps, & specialty performance group
- Working with Marketing to produce artwork and develop social media and print material for seasonal brochure, programs and productions.
- Purchasing of quarterly supplies, camp supplies, props, t-shirts, hospitality items.
- Maintaining studio floors, barres, mirrors & sound equipment
- Updating registration system for performing arts classes/camps
- Promoting, & marketing of programs through school visits and community performances
- Design recital programs for audiences
- Teach dance/theatre classes to all ages & abilities.

EDUCATION/EXPERIENCE:

- Bachelor's Degree in Dance & Theatre Arts or related experience is required

ADDITIONAL REQUIREMENTS:

- This position will need to be flexible with work arrangements and mobile between multiple sites as needed.
- The position requires a bi-weekly evening duty rotation and some weekend on call shifts.
- The position requires the ability to work some holidays, and nonstandard hours whenever the need arises.
- Physical Ability: Tasks require the ability to exert light to moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light to moderate weight (20-50 pounds).