

## **PERFORMING ARTS SUPERVISOR 1 SUPPLEMENTAL INFORMATION**

### **POSITION SUMMARY**

The Performing Arts Supervisor reports directly to the Performing Arts Coordinator and serves as a public face of Roswell Performing Arts/Roswell Recreation, and, by extension, the City of Roswell. To this end, the Performing Arts Supervisor 1 should maintain a professional and courteous attitude when interacting with participants, their families and the public. This position oversees Roswell Youth Theatre (MainStage and Kidz) and the Music program for the Performing Arts Division. They will direct 1-2 shows per season manage staff and communicate with participants and the volunteer board. The Performing Arts Supervisor 1 should be familiar with directing and instructing all aspects of Musical Theatre (singing, dancing, acting), connecting potential students with music instructors and customer service in all aspects. This position will work with the Performing Arts team to market all events and formulate outreach efforts into the community. Additionally, this role will perform general office duties with a variety of clerical activities and related tasks. The position is a full-time position with some evening and weekend hours required.

### **DUTIES & RESPONSIBILITIES**

The Performing Arts Supervisor's daily duties will include, but are not limited, to the following:

- Educational and performance season planning and presentation for youth interested in theatre and musical theatre
- Work with Performing Arts staff to program and execute events, large and small-scale. Programs include but are not limited to Roswell Youth Theatre MainStage and Kidz, Private Music Lessons and Summer Musical Theatre/Acting Camps
- Marketing: Knowledge of creating marketing graphics in Canva preferred but not required. Work with Performing Arts Coordinator & Cultural Arts Manager to develop and create dynamic marketing strategies and materials for Performing Arts events and programs
- Outreach: Coordinate community performances and engagement opportunities
- Respond to inquiries from the community as it relates to productions and programs
- Performance Support: Assist with various aspects of all Performing Arts shows as needed.
- Attend Department, Division and Marketing meetings as requested
- Manage and implement multiple budgets throughout the year
- Assist in upkeep of Cultural Arts Calendar and City Calendar
- Provide support for staff in basic daily duties, which may include scheduling part-time employees, preparing payroll, customer service, etc
- Learn City of Roswell administrative procedures and engage with multiple Departments in order to meet deadlines, innovate when possible, delegate duties if necessary, and apprise staff and Coordinator of current status of ongoing projects
- Provide support and input to Performing Arts staff in planning and execution of events throughout the year.
- Work closely with the Performing Arts Coordinator and Manager to develop and present quality content that reflects the talent and diversity in the community

## **MINIMUM QUALIFICATIONS**

### **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 one (1) year of experience and/or training that includes designing artistic programs, working with youth of all ages, 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.

- Experience with performance in acting, singing, dancing (all styles)
- Experience with instruction in acting (stage & screen), singing, dancing (all styles, ages, levels)
- Experience with directing Musical Theatre productions and plays
- Experience with choreographing Musical Theatre productions
- Experience with teaching voice or vocal coaching
- Experience with piano accompaniment for rehearsals