

Friday, March 10, 2017

Director of Education and Community Engagement

Company: Lake Placid Center for the Arts

Location: Lake Placid, NY

Compensation: Commensurate with Experience

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The Lake Placid Center for the Arts (LPCA), a multidisciplinary nonprofit arts organization providing professional performing arts, visual arts and arts education to the community, seeks a Director of Education and Community Engagement to oversee the development and delivery of the LPCA's arts education classes and community engagement programs for children, families and adults. Additionally, the Director of Education and Community Engagement will manage the Lake Placid School of Ballet and Dance, a division of the LPCA.

The ideal candidate will bring strong arts education, management and program development experience, creativity, initiative, excellent interpersonal and communication skills, and a commitment to high quality programming and teaching to help realize the organization's mission and meet programmatic and financial goals.

ABOUT THE LAKE PLACID CENTER FOR THE ARTS

The LPCA's mission is to present and foster arts programs that inspire, enrich, educate, and entertain people of all ages.. Our performances, gallery exhibits, classes, and community engagement programs serve more than 45,000 people annually from all over the Adirondack region. LPCA's arts education programming provides creative, affordable, and diverse classes in a nurturing, positive, and safe learning environment. Classes include dance, music, theater and visual arts for children and adults, as well as summer arts camps for school-aged children. LPCA currently offers approximately 120 arts classes per year to more than 200 students per session. Our community engagement activities include workshops, master classes, open rehearsals, discussions, artist residencies and other special events that support performance and gallery programming, enhance the community's arts experiences, and promote discovery, exploration, appreciation and personal or professional development.

The Lake Placid School of Ballet and Dance, a division of the LPCA, offers two training programs to over 100 adult and child dancers. The Open Division is a fun, playful and non-competitive environment that teaches skills in ballet, tap, jazz, and hip-hop. The ABT Division utilizes the American Ballet Theatre National Training Curriculum, a breakthrough 8-level program that combines high quality artistic training with the basics of dancer health and child development

The Director of Education and Community Engagement position reports to the Executive Director and supervises volunteers, teaching faculty and is supported by other LPCA staff members.

Responsibilities

- Develops innovative, attractive and high quality class offerings and programs in all the performing and visual arts disciplines for children and adults
- Manages the day-to-day operations of the Lake Placid School of Ballet and Dance including supervising teachers, communicating with parents, and planning for upcoming seasons
- Assesses and improves educational programs by monitoring enrollment trends, surveying students and parents, and providing recommendations to Executive Director and Board
- Works with the Marketing to develop marketing plans for education and community engagement activities; creates and reviews content for brochures, press releases, website and social media, and marketing materials
- Works with the Development Director to conceive and write funding proposals and reports
- In collaboration with the Executive Director, identifies and recommends family programming options for performances
- Helps conceive, develop, manage and evaluate audience and community engagement activities and partnerships supporting mainstage and gallery programming
- Oversees class registration process, ensuring proper receipt of class payments
- Working with appropriate staff, oversees Education Open Houses and other community engagement events, from pre-planning to post-evaluation
- Develops and manages the budget for education and community engagement programs and works with finance staff to prepare reports for the Executive Director and Board, as requested
- Builds and maintains strategic working relationships with arts education community, public and private schools, and parent groups to manage and expand on and off-campus afterschool arts programs
- Builds strategic collaborations with area community organizations, recreation providers, social service agencies, etc. to ensure that the LPCA's programs are engaging diverse populations
- Represents the LPCA at community events and makes presentations to local groups to encourage community partnerships, participation and collaboration

Physical Requirements: 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.

Sit, stand, walk and work at a computer, relative to an office environment

Ability to lift and/or move up to 25 pounds

Ability to work a flexible work schedule, including weekends and evenings, as required

Education, Experience, knowledge, and skill requirements:

- Bachelor's degree in arts education, fine arts, performing arts, dance, or related field
- Familiarity with and a deep knowledge of performing and/or visual arts disciplines (as a working performer, artist, teacher and/or arts administrator)
- Experience developing arts education programs, classes and/or curriculum
- Experience supervising employees, students teachers, and/or faculty
- Experience developing, managing and forecasting budgets.
- Demonstrated ability to develop strong volunteer and professional partnerships and alliances

- Detail oriented with exceptional organizational and time management skills
- Excellent written, research, oral, and presentation communication skills
- Excellent interpersonal skills with strong problem-solving experience
- Superior project management skills and the ability to handle multiple activities simultaneously
- Proficiency in MS Office required with excellent spreadsheet and analytical skills
- Proven ability to work independently and in a team-based environment

Salary commensurate with experience. Generous benefits package.

SUBMIT COVER LETTER, RESUME, AND SALARY REQUIREMENTS VIA EMAIL TO [JAMES@LAKEPLACIDARTS.ORG](mailto:james@lakeplacidarts.org)

NO PHONE CALLS PLEASE.

Lake Placid Center for the Arts
17 Algonquin Drive
Lake Placid, NY, 12946
5185232512
www.lakeplacidarts.org

For more information:
James Lemons
james@lakeplacidarts.org
518-523-2512

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