



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Artistic Specialist
Payroll/Personnel Type:	10.5 Month
Job #:	8362
Reports to:	Principal
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

The Artistic Specialist will provide vision and leadership for a school that offers a comprehensive, integrated arts and academic curriculum to over 400 students in grades 9-12. The Artistic Specialist is responsible for conceiving, developing, and implementing the artistic vision and focus of Central Visual and Performing Arts High School, and for major decisions that concern the ongoing development of the aesthetic values and activities of the school. Knowledge of the arts and particular interest in the mission, program, and plans of Central Visual and Performing Arts High School is required. The oversight of the Artistic Specialist will include the areas of 1) music, both vocal and instrumental; 2) visual art 3) drama; and 4) dance. In addition, the Artistic Specialist serves as a key member of the school administrative team.

Essential Functions:

- Interview, select, supervise, and evaluate artistic faculty and key technical personnel
- Direct all recruitment and matriculation efforts for incoming students and their families
- In consultation with the school principal, develop program budgets
- Responsible for creating and executing a strategic plan to meet ambitious fundraising goals
- Act as a spokesperson for the organization's artistic purpose via speaking engagements, public and social appearances, and solicitations
- Foster the development of good relations with community organizations by participating in meetings and joint activities where appropriate
- Report to the Advisory Board regularly to give an update on artistic activity
- Supervise the development and implementation of curricula
- Serve as the liaison between art teachers, counselors, and families in the college planning and scholarship processes
- Develop partnerships with various artistic groups/institutions, both locally and nationally, which provide resources and assistance (i.e. field trips, internships, college plans, and scholarships)
- Provide oversight for the establishment of an alumni relations initiative
- Oversee the development and dissemination of outreach and engagement materials designed for both internal and external stakeholders
- Develop and maintain regular contact with state and national Arts education organizations
- Work with administrators and staff to facilitate the use of the school theatre

Knowledge, Skills, and Abilities:

- Communicates effectively with a diverse set of constituencies, both in writing and as a public speaker
- Strong planning, strategy, financial, budgeting, analytical, and presentation skills
- Has experience in fundraising and has networks within the region's artistic, educational, and philanthropic communities to attract financial and programmatic resources
- Demonstrated success working in an urban setting and with racially, ethnically, and socioeconomically diverse communities



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

- Personal experience as a visual or performing artist
- Experience with new technologies related to arts and education
- Knowledge of the visual and performing arts in traditional and contemporary media art forms

Experience:

- Leadership experience in arts education, preferably in a high school
- Demonstrated capacity to lead, manage, motivate, and inspire the staff and faculty

Education:

- Bachelor’s Degree in Education (required)
- Master’s Degree (preferred)
- Missouri Teaching Certification (required)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date

_____	_____
Human Resources	Date

In connection with hiring for this position, the district shall not discriminate against any employee or applicant because of race, religion, color, sex, sexual orientation, age, disability, veteran status, or national origin.