

### **Crested Butte School of Dance Mission and Values**

The mission of the Crested Butte School of Dance is to deepen the connection to ourselves, to each other, and to the world around us through dance. We are a community-based, educational organization dedicated to fostering creativity, self-expression, and personal growth to people of all ages through professional dance instruction and performance opportunities.

What We Value– Community, creative expression, self esteem, connection, inclusivity, diversity, fostering the love and joy of dance, providing performance opportunities for all ages and abilities, affordability, musicality, and sustainability.

### **Executive Director Position Description**

The **Executive Director** implements the mission, strategic goals and strategic objectives of the Crested Butte School of Dance and develops these with the Board of Directors. The **ED** maintains a working relationship with the Board Chair and Board of Directors such that they are able to accomplish the Crested Butte School of Dance mission. The **ED** also provides direction and leadership toward the achievement of the organization's philosophy, mission, strategies, and its annual goals and objectives with staff, dancers and families, the community and all other stakeholders. The **ED** reports to the Board of Directors.

### **AREAS OF RESPONSIBILITY**

*(includes internal and external responsibilities)*

#### **1. Position and Duty:**

- Oversees all offerings, programming and staff of the School of Dance
- Works directly with the Board of Directors and all staff to maintain the quality of the SOD.
- Meets with board to discuss school's programs, plans, schedules, finances, staff, and any other agendas and updates.
- Oversight and ultimate responsibility for all income and expenses and final approval and signature on any contracts on behalf of SOD. Prepares the annual budget with whatever help is deemed necessary, and presents to the board.
- Oversees all fundraising campaigns and special fundraising events.
- Supports/helps manage events such as performances and showcases.

#### **2. Program, Product and Service Delivery:** *Oversees design, promotion, delivery and quality of programs, products and services*

- In conjunction with Artistic Director and Administrative Director, creates schedules – Sets and implements regular class schedules, show rehearsal schedules, summer schedules, etc.

- Communicates with Artistic Director and Admin for rental information on various dance spaces being used around the community in order to create scheduling/programming.
- Oversees attendance (with Admin) in all classes and arranges for new classes, schedules and facilities as needed to accommodate enrollment.
- Works with Admin to market all programs and services and to keep all media/public relations materials updated.
- Has final approval of all programs and services.
- Facilitates communication between all clients (students and parents) and the SOD staff in regards to class/level placement, student behavior, teacher relations and other social/emotional/educational-related subjects. May be in conjunction with AD and Admin.
- Oversees the hiring and setting of schedules for “outside” teachers in terms of workshops and other programs that are different from the regular class scheduling. May be in conjunction with AD and Admin.

3. **Human Resource Management:** *Effectively manages the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations.*

- Hires and supervises all staff and contractors in conjunction with AD.
- Creates, maintains and implements personnel policies approved by the Board of Directors.
- Recommends revisions of personnel policies as needed.
- Conducts performance reviews of administrative staff.

4. **Community and Public Relations:** *Assures the organization and its mission, programs, products, and services are consistently presented in a strong, positive image to relevant stakeholders.*

- Available in a timely fashion for consultation on any school-related and policy-based issues. May be supported by the Administrative Director.
- Supports Admin in updating website, newsletters and important information.
- Assists board in maintaining positive relationships for all fundraising and development efforts.
- Displays and promotes the mission and vision of the School of Dance, which includes exhibiting respect and fairness to all students and parents in the dance community.
- Builds and maintains positive relations within the community which benefit the SOD and the larger community. Attends all Center for the Arts and Town of Crested Butte meetings as necessary. Attends all Arts Alliance meetings.
- Helps in the creation of community outreach opportunities.
- Attends, in conjunction with the Administrative Director, meetings and community/school events as necessary to promote and expand the SOD.

5. **Fundraising**

- Work with the board’s Fundraising Committee to implement all aspects of the Annual Sponsorship Campaign.
- Brainstorm and implement, in conjunction with the board, AD & Admin, new events and fundraising opportunities throughout the year.

- Research and write grant applications as necessary.

### **ANNUAL STATEMENT OF DESIRED OUTCOMES**

Each year the Executive Director completes an employee evaluation which is to include personal and organizational goals, objectives, **and measurable outcomes** agreed upon with the Board of Directors and pursuant to the areas of responsibility detailed above. An annual “evaluation of performance” will be conducted by the Board of Directors and will be based on the “statement of desired outcomes.”

### **POSITION REQUIREMENTS (skills, competencies, experience and education/credentials)**

- Leadership and management experience
- Computer skills (word processing, e-mail, spreadsheets/budgets, social media is a plus)
- Strong social and communication skills with students, parents, board, and community
- Experience/degree in nonprofit and/or business management is preferred
- Fundraising and event management experience
- Business skills (i.e. emailing, community/client assessment, support bookkeeping and accounting)
- Enthusiasm and passion for kids and dance

### **HOURS**

Salary: TBD

Potential for up to 25 hours per week. Training period to be determined based on experience.

The Executive Director will communicate any extended travel or vacation plans and will arrange hours to ensure that all above responsibilities and the mission of the organization are fulfilled and that regular and appropriate contact is maintained with the Board of Directors, staff and School of Dance clients and constituents.

### **COMPENSATION AND BENEFITS**

- Annual salary commensurate with experience and commitment
- Workers’ compensation insurance and liability insurance
- Annual professional development/travel budget to be approved by Board of Directors
- Wellness stipend to be determined
- Two weeks of paid vacation per year
- Contract for ED duties will include the non-compete clause.

