



Job Description
American Dance Festival, Inc.
Full-time, year-round (exempt)

Position Title: Director of School Administration

Reports to: Director of Education and Executive Director

Supervises: School Assistant, Summer Staff, Summer Interns

Salary and Benefits: This is a full-time, exempt salaried position. Salary hiring range is \$40,000-\$45,000 depending on experience and qualifications. ADF offers an excellent benefits package that includes PTO (holidays, vacation, sick time, and personal time) and a 401K with a 4% match plus health, long and short-term disability, dental, and life insurance.

Qualifications: 4-year degree, preferably in dance or arts management. At least 2 years of previous administrative experience and experience working in an educational setting desired.

Job Summary: The Director of School Administration works closely with the Director of Education and oversees all administrative and operational aspects of the ADF School's summer and winter programs, serving a population of over 300 people per year. The Director of School Administration will serve as the primary contact for school-related administrative matters, assist with supervision of seasonal and year-round staff and interns, create and distribute school reports and budgets, maintain important relationships by serving as a contact for various external organizations, facilities, and schools, serve as support for all faculty-related hiring, oversee all student accounts, support services, and correspondence, act as liaison between ADF and Duke University and assist with negotiation of annual contract, oversee all school marketing and publicity with the Director of Education, implement extensive student recruitment efforts, coordinate and attend (as needed) national scholarship audition tour, oversee and implement schedules for all programs, and provide operational support as it relates to transportation, facilities, room/board, and school events. The Director of School Administration is also involved to varying extents in other projects and programs taking place at ADF.

Anticipated start date: December 2022

To apply:

Please email a cover letter, resume, and three references to adf@americandancefestival.org with Director of School Administration in the subject line by **October 15**. No phone calls, please.

Detailed responsibilities include, but are not limited to, the following:

- Management and administration
 - Assist with hiring and supervising year-round and seasonal staff and interns. Oversee administration of all school departments during busy summer season.
 - Oversee implementation of all school events during winter and summer season, including, but not limited to check-in, orientation, registration, auditions, showings, etc., for all programs. Provide in-person presence and management at all school-related events.
 - Create and distribute budgets and reports for school programs.
 - Provide administrative support to the Director of Education as needed.
 - Track challenges and feedback throughout programs and assist in the implementation of changes.
 - Oversee and maintain all database operations for the school.
 - Supervise the creation and distribution of ADF Directory.
 - Maintain good-standing relationships and serve as contact with Duke University, Durham Public Schools, Durham Arts Council, ACDA, and universities across the country.
 - Work with Director of Education to create and distribute all class and event schedules for all school programs.
 - Implement, oversee, and manage of all logistics relating to School Operations, which includes transportation, facilities, equipment and classroom needs, and other services needed for events and classes.

- Faculty/Musician Liaison
 - Oversee and implement all administrative support relating to faculty/musician needs.
 - Oversee all correspondence and tracking related to faculty hiring, contracts, and payments.
 - Assist faculty with complimentary housing and local transportation for summer, book all travel and accommodations for winter program.
 - Assist with arrangements for the annual Teaching Chair Award.
 - Coordinate ADF's annual Faculty Concert.

- Students
 - Maintain daily communication with students through email and phone as needed. Oversee all student support services.
 - Provide financial advisement to potential students.
 - Supervise daily maintenance of student applications and accounts.
 - Oversee content and distribution of all information provided to students.
 - Oversee and coordinate scholarship application, decision, and notification process, including working with the Development office as needed. Oversee scholarship student work/study programs.
 - Provide information and advice for student travel, room, and board for all programs.
 - Oversee student emergency contacts and procedures.
 - Provide special assistance to international students, including the processing of J-1 visas.
 - Oversee the compilation and distribution of post-festival certificates, letters of completion, Teacher Certification forms and provide support for students confirming their participation in ADF School programs.

- Duke Liaison
 - Assist the Director of Education in the negotiation of the annual contract with Duke University.
 - Secure additional studio space as needed, including working with external organizations.
 - Negotiate and serve as primary contact for cafeteria, dorms, gym, fees, bills, etc.
 - Assist with academic credit procedures between Duke and ADF.
 - Work with Duke University to reconcile all bills and accounts as related to the school.

- Marketing and Recruitment
 - Working with the Director of Education and the Director of Communications & Marketing, assist with the publication and distribution of all school-related printed and online materials, including social media.
 - Assist with extensive phone, email, and in-person recruitment throughout the year.
 - Coordinate travel and details for annual national spring audition tour (approximately 18-20 locations). Travel to auditions as needed.
 - Implement and oversee information sessions at summer and winter programs, as well as non-ADF locations throughout year.
 - Help to maintain and increase student enrollment through various efforts as needed.
 - Alongside the Director of Education, act as contact for correspondence and maintenance of relationships with students and faculty at dance programs throughout country and internationally.