

## **SANCA is hiring**

### **Core Programs Director**

School of Acrobatics and New Circus Arts



**Reports to:** Executive Director

The School of Acrobatics and New Circus Arts is dedicated to improving the mental, emotional and physical health of children of all ages, backgrounds and abilities by engaging them in the joyous creativity of acrobatics and circus arts.

#### **Description:**

The SANCA Core Programs Director is responsible for the overall success and development of SANCA's Core Programs including: Session Classes, Youth Companies, and Professional Preparatory Program (P3). The Core Programs Director works closely with Core Programs Department Managers to produce quality programs that serve SANCA's diverse student community. The Core Programs Director will work collaboratively with the Experiential Programs Director and the Social Circus Program Director to develop and implement strategic planning for the continued success and growth of all SANCA programming.

#### **Job Duties and Responsibilities:**

##### *Programming:*

- Strategic Planning - Work collaboratively with Program Directors to continually define and refine short-term and long-term goals for SANCA programs.
- Program Design - Develop and maintain robust, educational and evolving programming.
- Curricula - Working with Core Programs Department Managers, the Core Programs Director is responsible for creating, reviewing and updating written curricula for session classes, Youth Performance Companies and Professional Preparatory Program.

##### *Administration:*

- Budget - Working with the Executive Director, develop the Core Programs annual budget. The Core Programs Director is responsible for managing revenue and expenses of Core Programs budget.
- Calendaring - Set and meet departmental timelines of activities with deadlines and due dates.
- Scheduling - Work with Core Programs Department Managers and Administrative Director to develop a successful schedule of program offerings.
- Enrollment Management - Perform regular audits of enrollment to identify areas of improvement. Specific attention will be paid regarding retention of students.
- Course Offerings - Collaborate with Web Manager and Administrative Director to ensure session class offerings are up to date on website and in database and accurately reflect SANCA's current program
- Marketing - Work with Marketing Department to develop and update public-facing marketing content.
- Development - Work with Development Department to provide both quantitative and qualitative content and information to be used for grants and other development purposes.

##### *Community Relations:*

- Public Liaison - Act as ambassador for SANCA programs both in the building and out in the world. Engage with students, community members and donors to foster a positive and inclusive community.
- Networking - Establish and maintain relationships within the circus, gymnastics, education, and non-profit communities on SANCA's behalf.
- Customer Service - The Core Programs Director is responsible for ensuring SANCA Core Programs staff maintains and exceeds a high standard of internal and external customer service.

*Continued*

*Operations:*

- Trainings - With SANCA Program Directors, organize and implement a relevant and successful on-going training program for staff.
- Meetings - Meet regularly with Executive Director, SANCA Program Directors and Operations Team to ensure all programs and operations are working in harmony
- Equipment - Work with Facilities Manager to ensure all equipment is in safe, working condition. With Facilities Manager and Head Rigger, identify and prioritize for equipment replacement.

*Staff Management:*

- Hiring - Work with Department Managers to interview, hire and train coaching staff using SANCA's onboarding procedure.
- Reviews - Conduct semi-annual reviews with direct reports, and support Core Programs Department Managers with Coach reviews.
- Acting Department Manager - When necessary, step in as acting Department Manager if there is a vacancy.
- Escalation Point - Work to resolve complaints or concerns from students, community members or staff that escalate beyond the Department Manager level.
- Communication - Ensure staff and managers are kept abreast of upcoming changes to procedure or policy.

**Qualifications:**

- Passion for SANCA's Mission and Vision
- Strong communication skills: in-person, phone, written
- Self-motivated and the ability to work collaboratively
- Strong leadership skills: mature, patient and organized
- 5+ years in a leadership position
- 5+ years experience teaching/coaching circus or gymnastics a plus
- Sense of humor a must

**SANCA is an Equal Opportunity Employer**

To apply, please send your resume and cover letter by March 31 to: [recruiter@sancaseattle.org](mailto:recruiter@sancaseattle.org)