



Position Title:	Associate Director of Fine Arts
Date Modified:	December 2025
Reports to:	Director of Fine Arts
Position Purpose:	Provides administrative support to the Director of Fine Arts. Assists in day-to-day operations as well as planning for long-term projects and events. Responsible for student instruction for arts courses based on experience and curricular needs. Creates a well-rounded, comprehensive instructional program that reflects best practice through inquiry and research-based instruction.
Work Hours:	7:30 a.m. – 4:00 p.m. Some seasonal after-school rehearsals. Available nights and weekends, as necessary
Work Calendar:	School Year* Plus one week prior to fall in-service and one week after the school year ends.

Description

The Associate Director of Fine Arts teaches Middle/Upper School Fine Arts courses in their artistic discipline (theatre, dance, film, media arts, music, or visual arts). Courses may be introduced according to the curricular needs of the school as well as the interests and experience of the candidate. In addition to teaching, the Associate Director will collaborate with the Director of Fine Arts to develop and implement the vision for the Fine Arts Department, as well as manage day-to-day program logistics, including scheduling, event planning, and coordination of exhibitions, performances, and interdisciplinary projects.

Essential Functions and Tasks

- Meet regularly with the Director of Fine Arts to ensure the department remains goal-oriented and mission-driven.
- Coordinate logistics for Fine Arts events, including ISAS FA Festival, FA end-of-year banquet, etc.
- Collaborate on the facilitation of monthly department meetings.
- In collaboration with the Director of Fine Arts, the Director of Athletics, and divisional administration, organize the scheduling of arts, athletics, and scholarly programming to ensure maximum student participation.
- Serve as a Fine Arts representative for hiring and admissions processes.
- Attend school events and demonstrate a visible commitment to the St. Francis community.
- Assist with Fine Arts classroom visits and observations.
- Assist with budget maintenance and updates.
- Negotiate contracts with artists, unions, and vendors.
- Maintain rehearsal schedules and coordinate transportation and facility accessibility.
- Teach arts classes and electives that align with artistic discipline and curricular needs.
- Demonstrate flexibility and enthusiasm to work outside of traditional school hours (after-school and weekends) to fulfill rehearsal and performance expectations.

- Provide a safe and joyful learning environment.
- Participate in student-centered assessment and reporting.
- Serve as a mentor and advocate for students and colleagues.
- Use differentiated instruction and integrate technology in the curriculum.
- Maintain course web pages and use student management software.
- Attend admissions-related and Fine Arts events.
- Fulfill duties assigned by the Head of School and supervisors.
- Participate in professional growth and evaluation programs.
- Maintain alignment with school mission and strategic plans.
- Assist in faculty recruitment and onboarding.
- Assessed through the Professional Growth and Evaluation Program.
- Represent and promote the school in a positive manner at various school events.
- Develop, research, and attend professional development.
- Employees may be required to work remotely and participate in an on-call rotation schedule, as determined by the employer's sole discretion.
- Performs other tasks and duties as assigned by the Head of School and the Director of Fine Arts.
- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with the job.
- This job description does not constitute a contract of employment. It may be modified or amended at any time as determined in the employer's sole discretion.

Qualifications

- Bachelor's degree required, Master's degree preferred, or equivalent professional experience.
- Professional experience in an artistic discipline.
- Fine Arts administrative experience.
- Excellent verbal and written communication skills.
- Experience teaching in an independent school environment preferred.
- Demonstrates leadership and facilitative skills, including the ability to relate effectively with administrators, operations staff, colleagues, parents, and students.

Physical Requirements and Work Environment

- Occasionally lift 50 pounds.
- Standard office conditions and climate.
- May work in varied extreme outside weather conditions during school events, special activities, and fundraising events.
- Ability to work in a fast-paced environment, dealing with a wide variety of challenges and deadlines.
- May work at a desk and computer for extended periods of time.
- Ability to stoop, bend, kneel, stand, walk, and reach.