

<b>Position Title:</b>	<b>Art Director</b>
<b>Position Supervised By:</b>	Audubon Arts Director / Assistant Director
<b>Position Supervises:</b>	Art Assistants
<b>Hours:</b>	During the program: 8:30 a.m. to 5:00 p.m. (M, W, Th) or 4:30 p.m. (Tu, F); additional hours for orientation, set-up, and clean-up, as per agreement <i>Upper Art Director also has additional hours during Theatre Group (ThGr) production week, as required</i>

**Position Summary:** The Art Team consists of Art Directors and Art Assistants. Together, they provide age-appropriate, child-centered activities and experiences. The team's main responsibilities are to guide participants in the design and creation of scenery, props, and costumes for their musical productions and ensure completion by performance time in week 3 and week 6. The Art Team ensures the focus is on the *process* behind creating art that represents input and ideas from the children, showcasing their talents and skills.

**Minimum Requirements:**

- An understanding of the NMS mission and a love of the arts
- An appreciation of the diversity of the New Haven region and the NMS community
- A commitment to equity and inclusion, and to building an anti bias, anti racist culture
- Ability to think strategically and work collaboratively and with an open mind
- A desire to lead through compassion and service and a commitment for personal growth
- Attention to detail and accuracy, with pride in quality of work
- Strong communication skills
- Has experience and education in visual art and/or theater and scenic design
- Works well as a part of a team
- Is able to delegate responsibilities to Art Assistant and Counselors in a clear, positive way
- Has creative and technical problem-solving skills
- Can work within a defined budget, providing expense details and receipts
- Enjoys working with children and teens and respects them as individuals
- Is organized, prompt, and reliable, with high energy and a positive outlook

**Primary Responsibilities include, but are not limited to:**

- **Orientations, Meetings, Set-Up Day, and Clean-Up Day**
  - Attend required staff orientations, set-up and clean-up days
  - Remove art supplies from Recital Hall storage and return to storage at end of season
  - Attend weekly staff and production team meetings three days per week
  - *Upper Art Director may have ThGr team meetings prior to the start of Audubon Arts*
- **Scheduling and Lesson Planning**
  - Plan, implement, and supervise Art program, with developmentally appropriate, engaging activities that motivate and enable each participant to assist in creating scenery, props, and costumes
  - Communicate daily/weekly plans to Art Assistants in advance
  - Monitor daily/weekly activities and make adjustments as necessary

(continued)

---

**Position Description – Art Director**

(continued)

- **Daily Responsibilities**
  - Maintain open communication with Drama Directors to determine artistic visions for productions, and adapt as necessary
  - Review, purchase, and maintain supplies throughout the program
  - Purchase within given budget and submit all receipts and expense forms in a timely manner
- **Productions and Performances**
  - Oversee load in and load out of the sets, props, and costumes for in-house assigned Group performances
  - Attend Groups' dress rehearsals and shows
  - *Upper Art Director, for Theatre Group:*
    - *Prepare drawings/models for set*
    - *Lead the building of the set*
    - *Load set and props into performance space; lead set up and strike*
    - *Attend dress rehearsals and performances*
- **Personnel**
  - Supervise Art Assistants in the performance of their duties
  - Coordinate work with Group Counselors during Art each day
  - Participate in meetings with Group production teams to ensure timely completion of all projects related to their shows
- **General Responsibilities**
  - Be fully aware of participants' health issues, allergies, and emergency information
  - Follow all guidelines set forth in the Staff Handbook and Code of Conduct
  - Participate in Wacky Wednesdays and Lunchtime Concerts; encourage kids to do the same