

**POSITION DESCRIPTION
ARTISTIC DIRECTOR**

Organization Profile:

Founded in 1983, The Wooden Floor in Santa Ana, California, is one of the foremost creative youth development nonprofit organizations in the country. We transform the lives of young people in low-income communities through the power of dance and access to higher education. In Orange County and through our national licensed partner, we use a long-term approach grounded in exploratory dance education to foster the confidence and gifts within each child to innovate, communicate, and collaborate – skills necessary for success in school and in life. Since 2005, 100 percent of students who graduate from The Wooden Floor graduate high school on-time and immediately enroll in higher education, and many of them go on to pursue degrees in business, engineering, medicine, and the arts. The Wooden Floor students become change agents and beacons of hope within their own families, their neighborhoods, our community, and our world.

The mission of The Wooden Floor (TWF) is to empower low-income youth from diverse backgrounds to strengthen self-esteem, self-discipline, and their sense of accomplishment through dance, academic, and family programs. Serving the most economically disadvantaged youth and their families, our long-term vision is to break the cycle of poverty in our community through generational change.

TWF serves 375 students, for up to a ten year journey from grades 3-12, through year-round dance education and performance opportunities that are strategically integrated with academic tutoring, college and career readiness services, and family support services. Approximately an additional 3,000 3rd and 4th grade students are served throughout Central Orange County with *Dance Free Weeks* - an in-school dance immersion program each fall.

In 2009, the Board of Directors and staff embarked on a strategic planning process, resulting in a 10-year Strategic Vision 2010-2020 to: *advance the program model, grow local impact, and increase visibility and advocacy*. This Vision set the course for scaling the organization's impact, both locally and nationally, through licensing of the program model. TWF signed its first licensed partner, CityDance DREAM in Washington, DC in November 2015. Recently, we announced plans to add a second location in Santa Ana, in order to serve 100 more students by fall 2017, for a total of 475 young people and their families.

The Wooden Floor's major awards include:

- The PIMCO Foundation, *Leadership Circle Award 2015*
- Employees Community Fund of Boeing California, *Crystal Vision Award 2013*
- Afterschool Alliance & The MetLife Foundation *Afterschool Innovator Award 2012*
- Access to Artistic Excellence Award, *National Endowment for the Arts, 2010*
- Arts Presenters/MetLife Arts Access Award: Engaging Underserved Communities, *Association of Performing Arts Presenters/MetLife, 2010*
- Bank of America *Neighborhood Builders Award 2009*
- United States Presidents' Committee on the Arts and the Humanities, National Endowment for the Arts, *"Coming Up Taller" Award 2003*

Position Summary:

In support of TWF's long-term vision, the Artistic Director (AD) is charged with fostering a culture of artistic excellence and strengthening TWF's mission and values through his/her vision for and execution of all artistic elements including dance education, performances, community engagement, and collaborative projects. The AD inspires the vitality, spirit, and quality of TWF artistic programs, and sets the momentum for artistic strategy and growth. The AD is a thoughtful and creative leader, defining and building our artistic identity and nurturing the artistic, academic, emotional, and social development of our students through an integrated and engaging dance curriculum. The AD advocates, collaborates, and connects to the broader community to appreciate and support excellence in the arts, and the value of dance as a vehicle for youth empowerment and social change.

The AD works closely with the Chief Executive Officer (CEO), Director of Student Development (DSD), Director of Production and Operations (DPO), and Dance Education and Curriculum Specialist (DECS) to ensure that TWF continues to further its dance-centered youth development approach, curriculum design, evaluation methods, and overall student experience on an annual basis tied to the organization's Strategic Plan 2010-2020. The AD ensures the dance education programs are integrated with wrap-around services to support the 10-year journey for each student. The AD is a choreographer and teaching artist who, in addition to other duties, works 10-20 hours per week with the students in the dance studios, depending upon the annual performance schedule. This direct teaching opportunity, allows the AD to connect with students, parents, and faculty, to ensure the dance-centered approach furthers TWF's copyrighted Theory of Change and is strengthened, supported, and communicated to all constituencies.

S/he is responsible for creating, leading, and managing the artistic and dance education program strategies and infrastructure to meet current and future organizational needs for two locations: the Main Street Campus and the Annex-Depot at Santiago. The AD leads and oversees the DECS, and independent contractors: faculty, accompanists, artistic, and dance education collaborators. S/he attends and provides artistic and dance education program updates at the Board of Director meetings as an ex-officio, non-voting board member, as well as other committee meetings at the request of the CEO.

Performance in this position is measured by successfully meeting annual artistic and dance education program goals, managing and leading the Dance Education Program, communicating effectively with constituents (students, families and supporters), and working in collaboration with TWF's Senior Leadership Team, staff, dance education team, and artistic collaborators.

Reports To: Chief Executive Officer
Classification: Exempt
Status: Full-time
Direct Staff Report(s): Dance Education and Curriculum Specialist
Hours: Program Hours: 11:30am-8:30pm (ability to work 2 evenings per week, and weekends is necessary)
General Operating Hours: 9:00am-6:00pm

Essential Competencies:

The Artistic Director (AD) nurtures a culture in which TWF's values thrive, through his/her programmatic choices and organizational leadership and communication styles. The AD's success is measured by

meeting artistic leadership and management responsibilities while demonstrating values of respect, excellence, community, and stewardship.

Respect: Demonstrated ability to blend artistic choices in selecting collaborating artists and programming while respecting the needs and abilities of the students, their culture, individuality, and their diverse backgrounds. Artistic expression celebrates the inherent dignity of the students and their families. Respect for the need to balance artistic and programmatic choices with administrative and financial realities. Ability to thrive in a collaborative, decision-making environment within a high performing team.

Excellence: The Dance Education Program values innovative art making grounded in exploration, inquiry, craft, creativity, and depth. This approach distinguishes TWF, positioning it to contribute to the genre of contemporary dance at the national level. Demonstrated by his/her choice of goals, faculty, artistic projects, and curriculum, the AD sets and oversees a learning atmosphere that motivates students to develop their full potential. The AD invites the finest choreographers, companies, teachers, and guest artists to work with students at TWF.

Community: Provide artistic and institutional leadership that encourages all TWF's constituencies, from various neighborhoods, economic or ethnic backgrounds to learn more about each other, and to let go of divisive stereotypes.

Work closely with the CEO, DSD, DPO, DECS, Student Support Services Team, and faculty to educate students and their families on the importance of the 10-year journey at TWF towards their children's artistic, higher education, and personal goals.

Develop dance education and artistic programming that enables the broader community to experience TWF's mission, values, and guiding principles.

Work with the CEO and DPO to build and nurture relationships with regional and national arts organizations, universities, colleges, and other entities that can support TWF's mission and artistic excellence.

Stewardship: The AD ensures fiscally sound and responsible decisions to achieve TWF's long-term vision and goals. The AD works to maximize resources in ongoing and new program areas.

Essential Job Functions:

General - Annual

Percent of Time: 10

- Plan, manage, and implement all phases of TWF's Dance Education and Artistic Programming; advance and review *The Wooden Floor In A Box*®, curriculum, theories, indices, and program components for Dance Education, Annual Concert, other performance opportunities, *Dance Free Weeks*, and other community outreach programs, as well as monitor progress and make adjustments, as needed.

- Evaluate the effects of internal and external trends, recommend short- and long-range artistic strategy, and dance education program plans that support the organization's values, mission, and evolving organizational growth objectives.
- Work closely with the CEO and Controller (CON) in annual and long-range budget planning and expense tracking for the Dance Education Program and work closely with the Director of Production and Operations (DPO) related to Annual Concert and other performance opportunities expenditures.
- In collaboration with the CEO and as part of the Senior Leadership Team, provides vital input in short- and long-term strategic and operational planning within the organization.
- Serve as staff liaison to Board task forces or committees, as requested by the CEO.
- Attends weekly Student Support Services team, monthly Leadership and All Staff meetings as well as Production Planning meetings for Annual Concert and other performances.
- Supports and trains TWF's Licensed Partners on components of *The Wooden Floor In A Box*®, as requested by the CEO or DSD.
- Perform other duties as assigned by the CEO.

Dance Education Program Management

Percent of Time: 60

- Manage the Dance Education Program at two locations and ensure there is continuity of TWF's program standards, policies, values, and guiding principles.
- Work with the faculty to develop the dance schedule of classes (3 sessions per year, 56 classes per session, over 38 weeks per year) to ensure the correct number of ballet, modern, master classes, and other opportunities are accounted for in each session.
- On a weekly basis, teach own modern classes 2-3 days, in order to connect with students, understand the faculty experience, and inform TWF's Theory of Change.
- The AD should have an active and engaged presence on campus amongst the students, families and staff, especially during Program operating hours.
- In conjunction with the DSD, Family Services Manager and CEO, resolve serious student behavior concerns, or other student or parent issues such as dance class scheduling, attendance, student drops etc., in accordance to TWF's values, guiding principles, and policies.
- Hire, train, coach, and evaluate the performance of all contract faculty and accompanists, substitutes, consultants, interns, and volunteers related to the artistic and dance education efforts. Responsible for faculty observations, and providing recommendations, when needed.
- Support the DPO's efforts to schedule, plan, and coordinate *Dance Free Weeks* in the fall of each year. Oversee curriculum design and attend school site sessions to provide constructive feedback to the *Dance Free Weeks'* instructors.
- Oversee the Annual Auditions Day student evaluation and selection process, and work with the DPO and staff to ensure the day runs smoothly.
- Work along with the DSD to conduct faculty training sessions related to curriculum design, effective teaching and Somatic methodologies, TWF's Theory of Change, as well as dance education program evaluation.
- Design and oversee the annual student evaluation process to inform dance level placement changes, with the DSD and faculty, before each fall session begins.
- Oversee and manage Master Classes including: schedule, selection of teaching artists, introductory remarks to students and staff, as well as administrative processing including pre-curriculum design, and post-mortems, as well as instructor evaluations to provide data to the Chief Development Officer (CDO).

- Source candidates for faculty, teaching artists, professional residencies, and other student co-creation opportunities.
- Assist with artistic and dance education program grants including developing strategies and goals, as well as managing outcomes with specific deliverables, and writing reports for and communicating with the CDO and CEO, as appropriate.
- Oversee and maintain the grant statistics for the Dance Education Program on an annual basis.
- Work along with the CEO, Strategic Operations Administrator (SOA), DSD, and the research firm (CROC) to implement the Longitudinal Study on a biennial basis, evaluate data, and report findings.
- Coordinate with the DSD, Faculty, and Student Support Services team on the Annual Open House Days for parents, and work with the DSD to present at the New Student Orientation.
- Work with the DSD to select students for external enrichment, dance, and performance opportunities, in order to coordinate with their regular dance class schedule.

Annual Concert and Other Performances Management

Percent of Time: 20

- Work along with the DPO to plan for, attract, and hire choreographers for the Annual Concert and other performances as needed.
- In conjunction with the DPO, onboard choreographers with information about the Theory of Change, TWF's Dance Approach, general overview of the Concert and performance expectations, as well as updates about the organization.
- Support and attend the DPO's staff welcome receptions for choreographers and artistic collaborator and facilitate open rehearsal viewings for the staff, faculty, students, and parents.
- In collaboration with the Annual Concert Team and DPO, offer artistic and other design input with the choreographers, as well as costume, lighting, technical, and music collaborators.
- In collaboration with the Senior Leadership Team, faculty, rehearsal assistants, and Student Support Services team, ensure the success of the Annual Concert Student Activities including: student concert selection process, rehearsal scheduling parent orientations, Photo Day(s), Designer-Run Throughs, Theatre Tech Rehearsals, *Arts Night Out* Lecture, student communication at the theatre, and Cast Party.
- With the CEO, provide Annual Concert curtain remarks, host artist and production team receptions, and provide underwriter recognition, as appropriate.
- In collaboration with the DPO, research, recruit artistic collaborators for the Annual Concert and other performance opportunities, as needed.

Resource Development

Percent of Time: 10

- Work with the CEO and CDO to support the fundraising efforts of the organization including: identify, cultivate, and steward individual donors, arts-centered foundations grant applications, and donor event program development, as requested.
- Assist with campus site tours and meetings for individual supporters, foundations, corporate sponsors, business and community leaders, as requested by the CDO and CEO.
- Work with the CEO and Director of Communications and Marketing (DCOM) to create and integrate key institutional messaging in all materials used to support the organization's artistic events and performances as well as dance education program including the Family Guide and other materials.
- Ensure the CEO, CDO and DCOM are integrated into artistic program plans and schedule interviews with choreographers, in order to develop collateral, communications plans, and fundraising strategies in support of Annual Concert and other performance opportunities.

- Attend TWF events, as well as outside dance, civic, and cultural events in the community; represent the organization by attending and/or speaking at conferences, public events, and to media, as requested by CEO, CDO or DCOM.

Required Qualifications, Skills, and Competencies

- 5-8 years of own personal choreography experience
- 5-8 years of progressively challenging leadership and/or management responsibilities
- Experience as a somatic movement practitioner, preferably Laban Bartenieff and/or Franklin Method
- 5-8 years as a teaching artist, preferably for arts-for-youth or creative youth development
- Demonstrated commitment to the mission of empowering youth and families through high quality arts based programming and supporting programs.
- Demonstrated experience as a dance educator, choreographer/dancer of the highest professional skill level with significant experience and commitment to arts training and education. Significant professional experience and success as a practicing artist.
- Demonstrated results in designing, developing, and evaluating dance curriculum
- Demonstrated skills in choreography, teaching, and leadership of similar arts organizations
- Demonstrated success in creating and implementing dance education, as well as artistic and choreographic programming
- Excellent verbal and written communication skills
- Strong professional relationships with other artists and collaborators who can provide professional services to assist The Wooden Floor in achieving its mission and consistently raising its standards.
- Demonstrated success in managing employees, contractors, interns, and volunteers including training, supervision, and management
- Demonstrated success as a mission-driven and business-minded leader, learner, collaborator, and executer

Preferred Qualifications:

- Bi-lingual in English and Spanish
- Understanding and knowledge about the community The Wooden Floor serves

Required Education, Licensures, Certifications, Other:

- Bachelor's or advanced academic degree
- Ability to pass background check
- Possess a valid California Driver's License and maintain a clean driving record
- Proficient in MS Office Suite

Compensation:

Commensurate salary based upon demonstrated experience and qualifications.

Please send resume, salary history, teaching and choreography samples or links to: Dawn S. Reese, Chief Executive Officer, The Wooden Floor at HR@TheWoodenFloor.org. No recruiter phone calls, please.

American With Disabilities Act Assessment: Below are general guidelines on the position's physical, mental, and environmental working conditions.

Bend: Occasionally
Squat: Occasionally
Crawl: Not applicable
Climb: Occasionally
Kneel: Occasionally
Handle Objects: Occasionally
Push/Pull: Occasionally
Reach Above Shoulder Level: Occasionally
Sit: Frequently
Stand: Frequently
Walk: Frequently
Use Fine Finger Movements: Frequently
Carry/Lift Loads up to 25 Pounds: Occasionally
Carry/Lift loads between 25-50 lbs: Occasionally
Carry/Lift Loads over 50 Pounds: Not applicable
Read/Comprehend: Frequently
Write: Frequently
Perform Calculations: Frequently
Communicate Orally: Frequently
Reason and Analyze: Frequently
Chemical/Biological Agent: Not applicable
Construction Activities: Not applicable
Contact with Water/Liquids: Not applicable
Drive Motorized Equipment: Not applicable
Confined Spaces: Not applicable
Elevated Work Location: Not applicable
Radioactive Materials: Not applicable
Temperature Variations: Not applicable
Gas System: Not applicable