

BAAY Artistic Director

Overview

The mission of Bellingham Arts Academy for Youth is to enrich the lives of children through the exploration of the arts. Through our educational programs we help children develop confidence, character, creativity, and community. All BAAY staff, board and volunteers agree to support [The BAAY Way](#).

The Artistic Director (AD) is responsible for overseeing the development and delivery of BAAY's artistic and educational programs. They are responsible for ensuring that BAAY fulfills its mission, articulating a vision of mission-focused growth, and creating a culture of mutual respect, collaboration, shared strategic planning and empowerment of all staff.

The AD supervises all program staff. They should ensure that appropriate policies, practices, and personnel are in place to fulfill BAAY's mission and facilitate a joyful, safe, and enriching experience for students. The AD reports to and is evaluated by the Executive Director (ED).

Responsibilities

- **PROGRAM MANAGEMENT** - Work closely with the Executive Director and Program Directors to maintain program-specific budgets. Secure appropriate licensing for productions. Collaborate with the ED on the program planning, scheduling, registration processes. Work with program staff to update and implement policies around student behavior and ensure that staff adheres to all program-related policies. Solicit program feedback from families at the end of each session and use feedback constructively.
- **HUMAN RESOURCES** - Oversee all program staff including recruitment, selection, orientation, evaluation, and ongoing supervision within program budget parameters. Collaborate with the Executive Director to nurture a sense of cohesion among all staff, including holding regular staff meetings, and share the responsibility of program staff evaluations with the ED. Regularly attend rehearsals and classes. Work with staff to identify and pursue opportunities for professional development.
- **STUDENT & FAMILY RELATIONS** - Cultivate a personal connection with students and families. Work with the Executive Director and program staff to nurture and support parent involvement through informational meetings, social gatherings, and volunteer opportunities.
- **VOLUNTEER MANAGEMENT** - In collaboration with the Executive Director, establish policies and procedures to ensure that volunteers and interns are appropriately recruited, trained, supported, and recognized. Ensure programs are staffed with volunteer assistants as needed.
- **FACILITIES MANAGEMENT** - Maintain inventory of equipment, sets, props, and tools. Ensure backstage and rehearsal spaces remain organized and reset to neutral. Oversee technical theatre staff and troubleshoot maintenance issues as necessary. Develop and enforce policies and procedures for safe and efficient use of physical resources, including expectations around set-building, strikes, storage, etc.
- **PROGRAM DEVELOPMENT** - Work in close collaboration with program staff to define BAAY's core teaching philosophy, design general curricula, and develop specific

courses that support and fulfill BAAY's mission. Support implementation and growth of BAAY's campus programs, EduArts after-school enrichment programs, and daytime offerings both onsite at BAAY (Homeschool Program) and in local schools.

- **SHOW DIRECTOR** - Direct five BAAY productions per year (two in the fall, two in the spring, and one in the summer).
- **PERFORMANCE COORDINATION** - Work with program staff, administrative staff, and volunteers to ensure that all aspects of performances and events run smoothly. Oversee and support the costuming and tech departments as needed.

Skills and Qualifications

- Passion for BAAY and its mission
- BA or equivalent experience in arts or education
- Previous experience directing musicals/plays and supervising production staff
- Previous experience with theatre tech, especially lighting and sound equipment
- Ability to work collaboratively and manage key relationships with staff, interns, volunteers, and parents
- Ability to analyze, prioritize, and delegate tasks in a multi-faceted environment
- Reliable, creative, organized, self-starting, detail-oriented
- Excellent written and spoken communication skills
- Sense of humor, team player, ability to have fun while getting things done

Hours and Compensation

Full-time at 40 hours per week; \$24-28 per hour depending on experience

Includes paid sick leave accrued at 1 hour per 40 hours worked

Health benefits not included

Recruiting and retaining a diverse workforce is a high priority at BAAY. We do not discriminate on the basis of age, gender, race, national origin, ethnicity, religion, sexual orientation, gender identity and expression, political affiliation, marital status, age, or any other basis prohibited by law.