ST FRANCIS
CATHOLIC HIGH SCHOOL

Job Title:	Director of the Arts
Department:	Visual and Performing Arts
Reports to:	Assistant Principal
Date:	10/27/26

Job Status:

Exempt ☐	Non-Exempt ☒
Full-time ☐	Part-time ☒

General Summary

What is the primary purpose of this position?

The Director of the Arts works directly with the Arts Faculty and Department Chairs, the Patron of the Arts Board, and the larger Sacramento area Arts community to promote the Arts at St. Francis Catholic High School. The Director of the Arts conducts ongoing evaluations of both program and community needs in order to ensure the health and growth of the Arts at St. Francis Catholic High School. This is a part-time, 12-month per year position.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

Administrative Responsibilities:

- Participates in creative planning for the future development of the Arts at St. Francis Catholic High School and in long-range budgeting. Maintains annual budgets.
- Sets a vision for the Arts at St. Francis Catholic High School with an eye toward advancing technological development, fostering a creative community of faith, and participating in the larger Northern California Arts community.
- Establishes and implements short and long-range departmental goals, objectives, policies, and operating procedures; monitors and evaluates operational effectiveness; affects change required for improvement in consultation with Arts Faculty and Administration.
- Implements quality evaluations of productions and marketing practices for Arts events and programs.
- In collaboration with the Marketing and Communications Department, oversees the Arts website and social media platforms for the Arts.
- Participates on the Awards Committee on behalf of the Arts Department.

ST FRANCIS
CATHOLIC HIGH SCHOOL

Community Development, Outreach, and Fundraising:

- Fosters professional relationships and collaboration between the Arts at St. Francis Catholic High School and the larger Sacramento area Arts community.
- Collaborates with Advancement to develop awareness and increase community involvement in the Arts.
- Pursues outside funding toward the development of the Arts at St. Francis Catholic High School in coordination with Advancement.
- Serves as the liaison for the Arts at St. Francis Catholic High School with the Patron of the Arts Board and the larger Sacramento area Arts community.
- Develops and supports summer programming for the Visual and Performing Arts.
- Develops and implements student outreach programs. Works with Admissions Department to ensure Arts is adequately represented at all Admissions events.

Production of Arts Events:

- Publicizes events within the school and in the larger Sacramento community.
- Collaborates with the Marketing and Communications Department to create and update content for the Arts website and social media platforms.
- Oversees the creation of production calendars and ensures Arts events are organized in all areas by attending publication meetings.
- Supports the annual play and musical in collaboration with the Director, assuming responsibilities in the areas of publicity, outreach, and communication.
- Communicates to the Arts faculty, administration, parents, and students to foster teamwork and articulate relationships among the Arts' academic offerings and co-curricular and extra-curricular productions.
- Communicates with internal constituents to determine appropriate cast list and ensure the success and safety of all student participants.
- Attends and provides/coordinates supervision of production rehearsals.
- Oversees Visual Arts showcase; collaborates with Visual Arts faculty for themes and art choices.
- Collaborates with Visual Arts faculty to determine appropriate off-campus competitions and shows to participate in.

ST FRANCIS
CATHOLIC HIGH SCHOOL

Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

Education:

Bachelor's Degree with an emphasis in one of the art disciplines represented in the St. Francis Catholic High School Art Department. Master's Degree with specialization in one of the art disciplines represented in the St. Francis Catholic High School Art Department preferred.

Job experience:

Three to five years of experience directly related to the duties and responsibilities specified.

Technical/Functional skills:

- Strong communication and collaborative skills
- Strong organization skills
- Ability to effectively multi-task
- Artistically creative
- Knowledgeable in computer applications related to the duties and responsibilities specified

Other Requirements:

- Other duties may be required as needed.

Employee Signature: Date:

Supervisor Signature: Date:

HR Signature: Date: