



Academy Director Job Description

Position: Academy Director
Position Status: Full-time Exempt
Reports to: Executive Director
Salary: \$75,000 - \$80,000 plus benefits (see below)
Updated: March 13, 2023

Adventure Theatre MTC (ATMTC) educates and inspires new generations of theater artists, audiences, and advocates with exceptional theatrical experience. ATMTC Academy is the pre-eminent Theater Academy for youth in the DC region with an integrated and nationally renowned professional theater for family audiences.

ATMTC believes fundamentally in inspiring wonder in our audiences, classrooms, work culture and community by combining inspiration and action, paired with a desire to lean into the whimsical. At Adventure, we hope to do as much playing in our work as we do on our stages and in our classrooms, and to never cease pushing the limits of possibility.

The Academy Director has a strong educational vision for the academy, the ability to recruit and retain talented teaching artists, a commitment to racial equity, is equally excited about working with staff, parents, and student artists, bringing a contagious excitement to the school, and exhibiting a passion for the importance of developing young performers.

The Academy Director works with the Executive Director (ExD) and Departmental Directors (Artistic, Development, Communications) to ensure the viability of the organization via programmatic excellence, operational integrity, financial viability, and strategic initiatives for institutional advancement and sustainability.

The Academy Director leads, oversees, and develops the vision, concept, and practical implementation of Adventure Theatre MTC's Academy. The Academy Director is responsible for growing and maintaining the educational value, quality, and activities of ATMTC instructional programs.

The Academy Director helps to advance the relationship between ATMTC and various local, regional, and national organizations, including government agencies and advocacy groups, community groups and local business, foundations, arts, and education organizations. They will work closely with local area school systems and private schools to help extend the ATMTC Classroom into on-site classrooms and out of school time programs at local schools.

The Academy Director reports to the Executive Director and supervises the Academy Program Managers and Heads of Dance, Music, Acting, and Elementary (when applicable), and oversees all Teaching Artists, Instructors, and Academy consultants.



The major responsibilities and duties of the Academy Director include:

Educational Leadership

- Leads, manages, and executes upon the Academy's vision, with special attention to anti- oppression, equity, diversity, and inclusion.
- Oversees the recruitment and retention of students and teaching artists.
- Oversees industry appropriate methods of tracking and communicating success and areas of opportunity of the students and the teachers.
- Ensures regular training and continued education session opportunities for Teaching Artists.
- Stays current on local and national trends.
- Stays actively involved and present in the artistic and education communities.
- Oversees the hiring, supervising, and evaluating of teaching staff.
- Oversees all student placements.
- Oversees scholarship award allocations with Development Director.
- Oversees all curriculum and program implementation.
- Ensures compliance with county, state and federal regulations, accreditation rules, affecting educational programs.
- Oversees each class, classroom observations, and working with the individual teachers and instructors as needed.

Leadership & Institutional Advancement

- Contributes to the development and implementation of policies that support the mission of ATMTC.
- Contributes to maintaining positive relationships with all stakeholders, including but not limited to staff, artists, donors, board.
 - members, the media, elected officials, patrons, students, parents,
 - business/nonprofit leaders, and arts leaders.
- Working with the Executive Director and Department Directors, grows and maintains an active presence in the
 - community, particularly the arts, business, and nonprofit communities, in order to represent, advocate for, and advance ATMTC.
- Contributes to ensuring that appropriate metrics that indicate the
 - organization's future successes are being set and tracked; and
- Provides support for student performances at various ATMTC and community events.

Fundraising

- Supports fundraising efforts in collaboration with the Devo Director and the ExD.
- Aids in building a scholarship and financial aid program.
- Oversees development of study guides, pre/post-show materials, and additional companion educational materials.
- Collaborates with Artistic Director and Production Manager on student productions and other joint programs for students, including but not limited to: Master Classes, Kid's Open Call, exposure/introductions to other DC Theatre.
- Collaborates with Artistic Director in creating a culture of professional growth of our theatre artists.

Communications & Finance

- Assists in developing the overall messaging used in the education communications plan.
- In coordination with the ExD and Communications Director, creates strategies to meet enrollment goals, and advance program registration and retention.
- Develops promotional partners to diversify the sources of students; and Oversees the annual education budget.

Qualifications

- Have a love of working with children and children's programming.
- Possesses a strong educational vision.
- Ability to lead a collaborative team process.
- Ability in theatre, dance, and/or vocal music.
- Ability to oversee the development of curriculum.
- Ability to oversee the training and/or teach and provide direction in one or more of the three musical theater disciplines.
- A demonstrated ability to develop and maintain positive and productive working relationships with students, parents, artists, board members, donors, and administrators.
- Excellent verbal, written, organizational, and interpersonal skills;
- Ability to obtain CPR/First Aid certification.
- Willingness to submit to a background check.
- Previous Budget creation and management experience preferred.
- Five (5) years in educational leadership preferred.

This is a full-time salaried position with full benefits.

Highlights of our benefits include:

- 100% Individual Health Care Premium
- 100% Individual Dental & Vision
- 403 b Match
- Unlimited Leave

To Apply:

Please submit by any means that you would like (letter, video, video letter, resume, portfolio, etc.) that best represents you and your work. Include and highlight any skills or experiences you think would be most crucial to this position. Feel free to mail, email, or drop off your submission.

Email: Melynda Burdette Wintrol, Executive Director, at MWintrol@adventuretheatre-mtc.org

Mail or Drop Off: 837-D Rockville Pike, Rockville, MD 20852
No phone calls please. ATMTC is an EOE.