

PROGRAM DIRECTOR

The Charlotte Cirque & Dance Center seeks an experienced Program Director who will embrace the school's community mission and vision.

ABOUT US:

The Charlotte Cirque & Dance Center (CC&DC) is the school for Caroline Calouche & Co., which is a non-profit located in Charlotte, North Carolina. The organization is dedicated to inspiring people of diverse backgrounds to explore beyond their boundaries through performance and education. Our vision is to create educational opportunities for people to experience the world from a unique and artistic perspective, which will enrich their lives and the lives of those around them.

CC&DC is poised to become a local and regional center for recreational and professional training.

POSITION SUMMARY:

The Program Director is responsible for planning, organizing and directing all CC&DC programs including Fall/Spring class schedule, Summer programs, workshops, master classes and the CC&DC Company. The Program Director works closely with the school staff, Artistic Director and Executive Director to increase student enrollment and participation.

QUALIFICATIONS:

- A minimum of 5 years of programming experience in dance and/or circus arts.
- Proven success motivating staff and volunteers.
- Strong interpersonal and written communication skills.
- Goal-oriented, self-starter driven to initiate and learn.
- Commitment to getting out of the office to build relationships within the student body and in the community.
- Pro-active and self-directed strong work ethic with excellent follow-through and time-management know-how
- Ability to be an adaptive learner, pushing beyond established areas of expertise in order to seek new and diverse content.
- Ability to work cogently in collaboration with diverse groups of people.
- Ability to excel in a highly collaborative decision making process and interdependent environment that requires multi-tasking, maintaining calm composure under pressure and a positive attitude.
- Critical thinking, problem-solver with strong management and negotiation skills
- Excellent listening and articulate written and communication skills.
- A bachelor's degree or equivalent
- Meticulous record keeping and budgeting skills are required.

RESPONSIBILITIES:

- In collaboration with the School Director and Manager, creates the class schedules for all in-studio programs (Fall/Spring, Summer Camps, Summer Creation Lab, Summer Evening Classes, Southeast Circus Retreat and workshops).
- Production Manager for Spring Showcase. Helps brainstorm artistic components and production logistics as it relates to casting, costuming, sets, props, etc.
- Organizes social events for the school.
- Manages program budgets, tailoring expenses as needed in collaboration with staff to deliver events on budget.
- Keeps the School Director and Staff informed of work progress and potential problems as well as innovative solutions to address problems.
- Must understand the importance of balancing budgets that make a profit. And takes responsibility to keep the School Manager, Faculty, Marketing and other staff and contractors on task to reach financial goals.
- Hires instructors for programs.
- Works with the Community Engagement Director to hire teachers and performers for off-site educational programming.
- Understands the importance of building a diverse student and faculty body.
- Delivers event content in a timely manner that is dynamic, of the highest quality, and is broadly reflective of the diverse Charlotte community, meeting and exceeding the engagement goals of the Charlotte Cirque & Dance Center.
- Must be able to work a flexible schedule, including work events on weeknights, weekends and holidays.
- Physical requirements include ability to lift and move equipment up to 50 lbs. when required.
- Must be able to work in different work environments to include office as well as work outside exposed to prevailing weather conditions for special events.
- Works with Marketing staff to promote and increase sales for all educational programs.
- Learns, understands, runs and trouble shoots all Theater and Sound equipment including lighting system, theater sound system, etc.
- Perform other related duties as requested.

CC&DC Company Director

- Main contact for the CC&DC Company Performers to share information on rehearsal schedules and production logistics.
- Organizes mentors/mentees
- Creates rehearsal schedules for community events and festivals.
- Production Manager for all community events involving the Training Program students. This requires being onsite at events and working with the Production Assistant to gather volunteers when necessary.

- Works with the Artistic Director and Rehearsal Directors for Caroline Calouche & Co.'s Clara's Trip annual production to be the liaison for information regarding this production's rehearsal schedule and production logistics.

COMPENSATION

This is a full time position with a salary of \$35,000. Bonuses and salary increases are based on performance.

HOW TO APPLY:

Send a resume, cover letter and 2 – 3 references to: info@carolinecalouche.org.

EQUAL OPPORTUNITY EMPLOYER

Caroline Calouche & Co. / Charlotte Cirque & Dance Center is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion. We embrace and encourage all students, artists, staff, and volunteers of age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make us unique.