



AMERICAN COMMUNITY SCHOOL

OF ABU DHABI *SINCE 1972*

JOB DESCRIPTION

TITLE: Arts Coordinator (Part-Time with Teaching Responsibilities)

REPORTS TO: Director of Athletics and Activities

JOB SUMMARY

The Arts Coordinator provides leadership and support for the school's K-12 co-curricular performing and visual arts program. This role involves coordinating diverse program components, including co-curricular activities, events, travel opportunities, and overall scheduling. The Arts Coordinator is dedicated to promoting the arts and ensuring high-quality outcomes for all students. The role is a crucial member of the Athletics & Activities office, working in a team of professionals dedicated to providing students with high-quality learning experiences and designing an impactful and well-organized co-curricular program.

RESPONSIBILITIES

Strategic planning:

- Develops short and long-term plans for the growth and development of the arts program
- Optimizes the use of arts facilities and resources, maximizing student participation and providing a diverse and robust program across the school

Activity and staff support:

- Identifies and manages staff leading co-curricular arts programs
- Provides support to all staff involved in the arts program, including scheduling, student lists, communication, and advertising
- Oversees the work of the Student Activities Assistant with all work related to the co-curricular arts program

Productions and events:

- Coordinates all on-campus arts events, including plays, musicals, concerts, exhibitions, and variety shows (eg. scheduling, budgeting, purchasing, setup, advertising, ticket sales, event planning)
- Leads all arts festivals at ACS (eg. MESAC Senior Fine Arts, Junior Fine Arts, AMIS, ISTA)
- Develops a whole school arts event calendar, and maintains the online event and facility calendar
- Identifies local opportunities for off-campus performances and leads all planning
- Attends and manages all arts events on campus

Trips

- Selects meaningful arts trips (eg. ISTA, AMIS) and creates timelines to prepare for trips
- Oversees interactions with travel agents and hotels, as well as all logistics involved
- Prepares trip communication for students and parents
- Joins trips as needed

Facilities, purchasing, payments, and equipment:

- Manages the co-curricular Arts budget
- Identifies short and long-term facility and equipment updates
- Partners with the Director of Technology / Tech Department on the research, acquisition, and implementation of all technology (in particular, A/V), to ensure system compatibility, strategic alignment, and appropriate support for events and facilities
- Creates and enforces procedures for arts facility bookings and use, including for facility rentals
- Ensures staff are trained in using and operating arts facilities and equipment
- Serves as the person-in-charge of the Theater, while supervising the Theater Manager and developing

workflow and procedures for this role

- Coordinates with the Tech Department to ensure the Theater Manager and Tech Dept. A/V Technician are cross-trained to provide mutual backup support as needed.

The Arts Coordinator will have teaching responsibilities. Additional tasks associated with other aspects of the school's co-curricular program may be assigned by the Director of Athletics and Activities.