

**Job Title:** Director of Performing Arts  
**Reports To:** Cabarrus Arts Council Executive Director  
**FLSA Status:** Full-time, Exempt



The Cabarrus Arts Council energizes our community through arts excellence.

The arts council programs and operates the Davis Theatre and The Galleries, conducts one of North Carolina's largest art-in-education programs for both the Cabarrus County and Kannapolis City school systems, supports arts organizations and artists through grants and workshops, and serves as a catalyst and consultant for public and corporate art.

### **Job Purpose**

The Performing Arts Director directs and administers performances in the Davis Theatre and local schools, and facilitates new performing arts opportunities throughout Cabarrus County. This person is responsible for knowledge of and relationships with performing artists and performing arts organizations in the community. Diversity, accessibility, and community engagement are guiding factors for all arts council decisions.

### **Essential Duties and Responsibilities**

- Develop an annual season of Davis Theatre and community performances in accordance with the mission and vision of the arts council
- Coordinate with two school systems to schedule curriculum-related performances for all K-12 students; manage all necessary arrangements for teacher communications, use of auditoriums, and transportation
- Select performers, contact agents, negotiate fees, and retain contracts for all scheduled performances.
- Create and manage the performing arts budget, including ticket pricing, in consultation with the Executive Director
- Work collaboratively with team members to assure timely event marketing, volunteer recruitment, invoicing, and payments
- Work closely with all stakeholders to identify, secure and manage the necessary resources for events throughout scheduling, load-in, rehearsals, performances, and load-out
- Schedule and supervise technical assistants required for performances
- Develop additional opportunities to engage students and community members in the performing arts.
- Develop and nurture relationships with NC Presenters Consortium, arts council board members, local organizations, and regional creatives
- Support the recruitment, training, and development of volunteers with the arts council
- Represent the arts council in the community and contribute to the success of the organization as a whole

### **Job Qualifications**

- Proven success presenting performing arts programs with an eye toward artistic quality, inclusion, community development and ticket sales
- History of effective negotiating skills and work with performers, agents, and industry professionals; demonstrated understanding of the rules and regulations of performance contracts
- Excellent interpersonal, organizational, communication and leadership skills
- Demonstrated ability to work with diverse communities (race, age, ethnicity, socio-economic)
- This is a full-time, year-round position requiring flexibility to work evenings and weekends
- Physical requirements include frequent standing, sitting for extended periods, walking up to ½ mile, lifting, carrying, kneeling, crawling, pushing/pulling, climbing a 14-foot ladder, balancing, bending, crouching, hearing, twisting, talking. Heavy lifting: Exerting over 40 pounds regularly.

### **Education/Experience**

- Bachelor's Degree from an accredited college or university
- A minimum of 4 years of demonstrated success in the performing arts

## Compensation

Starting salary range begins at \$52,500, commensurate with experience and competitive with other nonprofit organizations in the region. Cabarrus Arts Council offers generous PTO (Paid Time Off) and paid holidays; optional retirement plan with employer matching contributions; opportunities for professional development; and a lively, creative work environment. The Cabarrus Arts Council is committed to creating a welcoming workplace, proud to be an equal opportunity employer and invites a diverse pool of candidates in this search.

## To Apply

Email cover letter, resume, and three references to [liz@cabarrusartscouncil.org](mailto:liz@cabarrusartscouncil.org) with **Performing Arts Director Application** in the subject line. Applications will be evaluated in the order they are received. No phone calls, please.

Application review will begin immediately and continue until the position is filled.

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The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of the position given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Fair Labor Standards Act (exempt/non-exempt) is designated by position. The employer actively supports Americans with Disabilities Act and will consider reasonable accommodations.