

## **Job Description: School for the Arts Director, Livonia**

Location: Livonia Campus

2|42 Classification: Director

FLSA Classification: Non-Exempt, Part Time

Reports to: School for the Arts Lead Director

Influenced by: Missional Business Champion

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### **Position Summary:**

The School for the Arts director in Livonia will manage the day to day operations of the SFTA Livonia location, including hiring teachers, scheduling teachers and students, communication and billing with parents, and coordinating music recitals twice a year. The right candidate would have a desire to grow the business, starting with music lessons and adding dance, drama, summer camps and early childhood music as the business grows.

### **As a Staff Member:**

- Meet Leadership Expectations.
- Attend quarterly Leadership Community.
- Attend All Staff and Campus Staff Events when able.
- Emails are to be answered within 24 hours.

### **What To Expect From Us:**

- Coaching and support for your God-given ministry.
- Clear expectations.
- A leadership team committed to being led by God and committed to impacting our communities.
- A leadership team that trusts you.
- A work environment that will challenge and inspire you to be the best follower of Christ, spouse and parent you can be (Jesus first, then spouse, then family, then ministry).
- A church that encourages your gifts.

### **What We Expect From You:**

- Hire and manage all SFTA Livonia teachers, providing resources, updated schedules and assisting them in filling their schedules.
- Respond to all inquiries regarding SFTA from potential students, teachers and the local community within 24 hours.
- Administer the music lesson schedule and communicate with parents, students and teachers about session dates, billing and recitals.
- Contribute weekly facebook posts to the School for Arts page.
- Attend 2|42 All Staff meetings, monthly meetings with the SFTA Director and other meetings that pertain to Missional Businesses as needed.
- Manage the dance, drama, early childhood music and summer camps as they are

established.

- Plan bi-annual music (and dance) recitals in December and spring. This involves running the recital, scheduling all performers, creating programs, and coordinating receptions for each one.
- Manage the maintenance and inventory of SFTA Equipment/Assets
- Various tasks and events relating to SFTA may be assigned by direct report and/or Champion

### **Personal Characteristics**

- Commitment to Jesus Christ (personal faith and devotional life).
- A passionate love for the church and a healthy understanding of its history.
- Solid commitment to the authority of Scripture and a well-developed personal theology.
- A warm, encouraging personality that connects well with children.
- Clear personal and professional vision.
- Great recruiter and trainer of others.
- A team player-able both to follow and lead.
- Sets example and serves as a role model in personal life.
- A Christ-honoring lifestyle marked by servanthood, generosity, joy, a love for Bible study and prayer.
- A growing passion to shepherd others in their walk with God and to work effectively with many key leaders is necessary.
- Integrity in finances, relationships and time management are expected.

### **Character:**

The successful candidate will have a deep and growing relationship with God, active involvement in the leadership of a church, and a commitment to maintaining healthy accountable relationships. A Christ-honoring lifestyle marked by, servanthood, generosity, joy, a love for Bible study and prayer. A growing passion to shepherd others in their walk with God and to work effectively with many key leaders is necessary. Integrity in finances, relationships, and time management are expected.

### **Competency:**

Outside of the expectations listed above, other leadership competencies are required: team building, vision-casting and training leaders for ministry; ability to thrive in a fast-moving environment; excellent working knowledge of the Bible; tactical thinker with proven ability to equip leaders and organize functional structures; transformational leader of leaders; effective communicator to adults of all ages; proven effectiveness in a multi-staff setting; able to connect multi-generationally.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_