

Job Description: Director of Fine and Performing Arts Ministry

Position Title: Director of Fine and Performing Arts Ministry

Reports to: Pastor/Head of Staff

Classification: Exempt/Program Staff

Reviewed/Approved: March 16, 2021

I. ACCOUNTABILITY

The Director of Fine and Performing Arts Ministry is accountable to the Session through the Personnel/Administration Committee and reports to the Pastor/Head of Staff.

II. GENERAL DESCRIPTION

The Director of Fine and Performing Arts Ministry provides leadership to the church's fine arts ministry, encouraging congregational participation and community involvement in the fine and performing arts. The Director will work to weave the fine and performing arts into the life of the church.

III. RESPONSIBILITIES

- A. In accord with the Session's Fine Arts Ministry purpose statement, grow and manage a comprehensive fine arts ministry that is collaborative, inclusive and interactive.**
 - 1. Link with organizations, people, and resources beyond the congregation that are interested in the fine and performing arts to develop programs that inspire, nurture and challenge.
 - 2. With the Gallery Committee, help plan and execute the annual gallery season of shows.
 - 3. Continually learn both about the fine and performing arts and about the people in the congregation and community in order to plan programs appropriate to their needs.
 - 4. Collaborate with the Director of Music Ministries and Organist in designing and producing multi-disciplinary programs.
 - 5. Work with the Director of Community Engagement and Communications to enhance First Presbyterian Church's footprint and influence in the arts and the downtown community.
- B. Expand the current fine arts program to include a broad expression of the arts throughout the church.**
 - 1. Work with the pastoral staff to incorporate the arts into worship.
 - 2. Get to know the people of the congregation in order to plan programs appropriate to their needs.
 - 3. Plan and execute a Music, Arts and Drama Camp for children.
 - 4. Support the work of the Day School, church staff, and other ministries as it relates to the Fine and Performing Arts.

- C. Revitalize the Dramatic Arts Ministry.**
 - 1. Develop an annual budget for the theater.
 - 2. Building on First Presbyterian Theater's 50+ year history, expand its vision and purpose so that it is fresh, current and relevant.
 - 3. Produce and manage annual theater seasons, with a variety of productions.
 - 4. Oversee fundraising efforts of the theater, including sponsorships, rentals, and program ads.
 - 5. Explore creative uses of the theater and collaborate with outside organizations.
- D. Develop a proposal for an Artist in Residence program, to be approved by Session, which will seek to expand and augment the Fine and Performing Arts ministry at First Presbyterian Church.**
 - 1. Work with appropriate staff and volunteers to develop criteria by which artists are selected.
 - 2. Develop an annual budget for the residency.
 - 3. Recruit applicants and a selection committee.
- E. Supervise the Fine Arts staff of First Presbyterian Church.**
 - 1. Recruit, train, support and encourage volunteers for the Fine and Performing Arts ministry (gallery and theater).
 - 2. Supervise the Technical Assistant for the theater.
- F. Provide administrative support to First Presbyterian Church's fine arts ministry.**
 - 1. Attend Staff, Fine Arts Committee, Gallery Committee, and Drama Committee meetings.
 - 2. Develop and maintain a Fine Arts budget for the church.
 - 3. Work with the Gallery Committee to maintain the church's permanent art collection, acquiring new pieces if the opportunity presents itself.
 - 4. Working with the Gallery Committee, rotating art on display throughout the church.
 - 5. Perform other duties as may be assigned.

IV. PERSONAL QUALITIES

- A. Moral integrity
- B. Appreciation and support of the theological beliefs of the Presbyterian Church (USA) and the First Presbyterian Church Personnel Policy and Statement of Inclusiveness.
- C. Strong interpersonal skills including openness, and confidence in ability to relate to people of all types and views with warmth, humor, and compassion.
- D. Flexibility, creativity, and a desire to grow and invigorate the Fine and Performing Arts ministry.
- E. An ability to integrate the traditions and theology of the church with the arts. The Director needs to have a mature understanding of the role the arts can and might play in the overall ministries of First Presbyterian Church.
- F. Art within a church is the most integrated when it reflects the nature and particularity of that church. In order for the Director to be able to know the nature of the church,

commitment to and participation in the activities of First Presbyterian Church are key for the Director.

- G. A vision and a passion for art within the church. This quality is distinct from a passion for art. Fine and Performing Arts in a church and art in other art-world spaces are different. Especially as the Director will be leading the church in this area, the Director should have a personal passion and vision to see these two things brought together (rather than only an interest in the arts).

V. QUALIFICATIONS

- A. Bachelor of Fine Arts, Masters in Arts Administration, or equivalent degree. A degree in Religious Studies, theology, or the equivalent is desirable.
- B. Minimum 5 years of art-related experience.
- C. Ability to organize and produce events involving all three ministries of the church.
- D. Ability to produce and/or direct theater productions.
- E. A history of church related experience and participation.
- F. Ability and experience in developing and managing a budget for the fine arts programs.
- G. Experience with all current electronic/computer hardware, programs and software, including lighting and sound board, related to this position.