



### ***Les Ailes Du Desir Foundation is Hiring***

***We are looking for a Circus/Performing Arts School Manager responsible for overseeing the administrative and operational aspects of a school specializing in disciplines such as Circus Arts while we are increasing our partnership with music, dance, theatre, and other performing arts. This role entails a mix of educational administration, program development, financial management, and community engagement. Below is a detailed job description highlighting the key responsibilities, skills, and qualifications typically required for this position.***

#### **Key Responsibilities**

- Program Development and Curriculum Planning: Design and implement educational programs in performing arts that meet the needs of students and comply with educational standards. Oversee curriculum development and ensure that the courses offered are diverse, innovative, and of high quality for both kids and adults.
- Staff Management: Recruit, hire, and train teachers and administrative staff. Conduct performance reviews and provide ongoing professional development opportunities to ensure high teaching standards and operational efficiency.
- Financial Management: Prepare and manage the school's budget, including tuition fees, funding grants, and expenditures. Ensure financial sustainability through effective planning and resource allocation.
- Student Recruitment and Retention: Develop strategies to attract and retain students. Oversee admissions processes, scholarships, and financial aid programs. Ensure a supportive and inclusive environment for all students.
- Facilities Management: Oversee the maintenance and enhancement of school facilities to ensure they meet the needs of performing arts programs, including rehearsal spaces, performance venues, and classrooms.
- Community and Stakeholder Engagement: Build and maintain relationships with local communities, arts organizations, and educational bodies. Represent the school at public events, conferences, and meetings to enhance its profile and build partnerships.
- Compliance and Quality Assurance: Ensure the school complies with all relevant laws, regulations, and educational standards. Implement quality assurance measures to continually assess and improve the quality of education and administration.
- Marketing and Public Relations: Develop marketing strategies to promote the school and its programs to potential students, sponsors, and partners and other performing arts school around the globe. Oversee the creation of promotional materials and manage social media and other communication channels.
- Skills and Qualifications
- Educational Background: A bachelor's degree in Arts Administration, Education, Performing Arts, or a related degree. A master's degree is often preferred.
- Experience: Previous experience in educational administration, preferably in the arts or a related field. Experience in program development, staff management, and financial planning.

- **Leadership and Management Skills:** Strong leadership abilities to inspire staff and students. Excellent organizational, time management, and decision-making skills.
- **Communication Skills:** Exceptional written and verbal communication skills. Ability to engage with a variety of stakeholders, including students, parents, staff, and community members.
- **Financial Acumen:** Understanding of budgeting, financial planning, and resource management.
- **Adaptability and Creativity:** Ability to adapt to changing educational landscapes and to develop creative solutions to challenges.