

## AN OPPORTUNITY TO JOIN A GREAT TEAM!

<b>JOB TITLE</b>	DEPARTMENT CHAIR, ART
<b>DEPARTMENT</b>	ART
<b>REPORTS TO</b>	DIRECTOR OF EDUCATION
<b>SUPERVISES</b>	LEAD TEACHERS, ASSISTANT TEACHERS, DEPARTMENT ASSISTANT, SUPPORT STAFF

### ABOUT USDAN

Usdan has been recognized as a Top Nonprofit Workplace in 2021, 2022, 2023, and 2024! Usdan opens a world for children to joyfully express their creativity and develop their artistic skills. Each summer, teachers and artists – actors, directors, playwrights, painters, sculptors, musicians, composers, dancers, poets, and novelists – come together to teach and collaborate with our campers, ages 5 to 18. Set on 140 acres of natural beauty in Wheatley Heights, Long Island, NY. Usdan is a safe, welcoming place within which campers have the freedom to build new friendships, explore nature, gain personal independence, and have fun, while developing new skills and techniques in their chosen artforms.

### POSITION SUMMARY

[The Art Department](#) seeks a dynamic, energetic visionary with strong leadership skills who is an innovative thinker with the ability to effectively and creatively engage faculty, students, and staff in a collegial and collaborative manner. At Usdan, Chairs of Departments are responsible for the vision, direction, implementation, assessment and operations of their department. The Art Department serves students grades K-12 during an [8-week course of summer study](#), divided into two 4-week sessions. The Chair of the Art Department's utilizes their expertise in arts education to hire, mentor and assess Lead Teachers and Assistant Teachers. The Chair also supports their staff of arts and education professionals to best serve a body of students diverse in age, ability, culture, and learning style. The Chair organizes student exhibitions (fashion shows and comic cons), Festivals (daily live performances in the 900-seat McKinley Amphitheater) and annual benefits for the full camp community. To perform this job successfully, Chairs must be able to communicate with students and other staff effectively and work in an outdoor environment. The position is full time in the summer season and part-time and mostly flexible in the fall, winter, and spring months.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Provide ongoing leadership and vision for the department in five primary areas (Student Recruitment, Staffing, Program Offerings, Collaboration & Partnerships, and Administration) throughout the year.



## STUDENT RECRUITMENT

This role focuses on developing and executing strategies to attract and retain students, with an emphasis on quality, diversity, and community. Responsibilities include setting enrollment goals, ensuring appropriate departmental representation at staff tours and recruitment efforts, and overseeing the student audition process as needed.

## STAFFING

The role involves creating a sustainable department staffing structure, by recruiting a diverse candidate pool of faculty, by mentoring and assessing faculty to align with Usdan's artistic and educational philosophy, by creating a work culture of inclusion, and by fostering a strong network of artists.

## PROGRAM OFFERINGS

In collaboration with senior leadership, the Chair shapes the department's high quality and diverse course offerings and program. Additionally, the Chair oversees and plans a dynamic array of in-studio and Festival performances.

## COLLABORATION AND PARTNERSHIPS

The role involves managing partnerships with visiting artists and cultural organizations, which include summer and off-season events, workshops, and special projects. Additionally, the Chair facilitates collaboration across various studios and art forms at Usdan.

## ADMINISTRATION

The role involves: coordinating with facilities and administration on building conditions, maintenance, and construction; overseeing supply organization; managing budgets; maintaining inventory for the department, while providing leadership and vision based on contemporary art and education practices. The Chair also engages in department planning, enforcing policies, manages substitutes, facilitates department meetings, and addresses challenges or conflicts with parents, students, and faculty.

## JOB QUALIFICATIONS

- A bachelor's degree in the art form or equivalent knowledge, skills, and abilities;
- A minimum of five years' experience teaching in the art form, preferably with students of a wide range of ages and experiences;
- Strong and sustained record of performance, creative, and/or scholarly research accomplishments (applicant may be asked to provide work samples in the form of videos, recordings, or other forms of publication)
- Demonstrated experience in administrative, personnel, and budgetary activities;

- Evidence of effective community outreach and development, leadership, ability to forge partnerships, and build productive relationships with both internal and external constituencies including alumni;
- Evidence of effective teaching within the candidates' area(s) of expertise
- Experience in curriculum development, including collaboration and innovative pedagogy;
- Demonstrated ability to manage a complex organization and work effectively with colleagues across departments;
- Experience in recruitment, selection, interview, and retention of a diverse faculty and staff;
- Experience in team building, supervision and staff support for professional development;
- Commitment to global engagement in the arts, and the promotion of traditional as well as contemporary genres
- Must complete New York State required trainings, including but not limited to a Sexual Harassment Prevention training and a Child Abuse and Neglect/Maltreatment Identification. Links to required trainings will be provided after hiring.
- CPR training is not required but a plus.
- Have reliable transportation to Usdan's campus. Requests for accommodations are subject to approval by senior management.

## 2025 SUMMER SEASON DATES AND TIMES

- Monday - Friday, June 30 - August 22, 2025, varying shifts 8AM - 5PM, closed July 4.
- Pre-season commitments include:
  - Preseason campus prep: May
  - Staff Orientation: Saturday, May 31, 9:30AM - 4:30PM.
  - Family Orientation: Wednesday, June 18 (a 2.5-hour event to host families in the studios on campus).
  - Bi-weekly and/or Monthly Leadership Meetings

## COMPENSATION AND BENEFITS

- Summer Season - \$12,600 for the 8-week summer session
- Fall - Spring: \$30 per hour, up to 20 hours per month.
- Complimentary use of studio space for their own artistic purposes, pre- and post-season, pending availability; semi-weekly use of swimming pool after camp hours; and occasional use of other facilities (e.g. tennis courts).
- Workshops in subjects like yoga, ceramics, and archery with other faculty and staff, if offered.
- Transportation - additional opportunities to serve as a bus monitor, which consists of riding the bus to and from camp and supervising students. Faculty and staff will receive a stipend (\$400-\$700)

## PHYSICAL DEMANDS

Usdan is a 140-acre campus with facilities spread throughout - distances vary and are along uneven surfaces, up and down hills. Some facilities are elevated and require one to two stairs to enter. Although this position mostly consists of office work, there will be many opportunities for this position to traverse the campus, especially during the summer season. Some staff walk an average of two miles per day. Other physical demands include the ability to work in a hot, humid environment; the ability to speak clearly and understand the speech of another person; and the ability to prioritize sounds and focus on one sound among many.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential physical functions of this position.

## LANGUAGE ABILITY

Ability to read, analyze, and interpret protocols and procedural documents. Ability to create, read, use and write reports. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to communicate clearly in English, both spoken and written communication.

## QUALITY OF A SUCCESSFUL USDAN CHAIR

The successful Department Chair will be passionate about their art form and an enthusiastic educator, who works well with people of all ages. As the lead representative of their department, the Department Chair will be a role model for many students and staff. The successful candidate will have a willingness to try new things, welcome feedback, and be open to collaborating with others. Perhaps most importantly, successful candidates consistently demonstrate empathy and respect for children and colleagues.

## TO APPLY

- Please apply through our online application: <https://www.usdan.org/employment>
- PDF files are preferred attachments. No phone calls please.

USDAN CENTER FOR THE CREATIVE AND PERFORMING ARTS A/K/A USDAN SUMMER CAMP FOR THE ARTS IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO CREATING AN INCLUSIVE ENVIRONMENT FOR ALL EMPLOYEES. WE WELCOME APPLICANTS FROM DIVERSE BACKGROUNDS TO APPLY THEIR UNIQUE BACKGROUNDS, PERSPECTIVES, SKILLS AND TALENTS TO FOSTER AN OPEN, COOPERATIVE, AND DYNAMIC ENVIRONMENT WHERE EMPLOYEES AND USDAN ALIKE CAN THRIVE. ALL EMPLOYMENT IS DECIDED ON THE BASIS OF QUALIFICATIONS, MERIT, AND BUSINESS NEED.