



**FLINT HILL
SCHOOL**

**Position Statement
Director of Fine Arts Search
Flint Hill School**

Oakton, Virginia

Start Date: July 1, 2024



Director of Fine Arts

Position Statement



FLINT HILL SCHOOL is coeducational and consists of grades junior kindergarten through 12 with approximately 988 students. The Upper School is the largest division with a total of 560 students. Since becoming a non-profit in 1990, Flint Hill has grown rapidly and has become known for its challenging academics, its close-knit community, robust athletics and fine arts programs, and a culture that provides the freedom and encouragement for each student to blaze their own trail. The School resides on two campuses—the Peterson Middle School is adjacent to the Upper School and the Hazel Lower School is just down the road. At Flint Hill, students and faculty alike are inspired by a culture in which questions like “imagine if?” and “what’s possible?” set the standard. The Flint Hill culture reinforces the School’s vision and encourages students to: take meaningful risks; be yourself; and make a difference.

Flint Hill’s 50-acre campus is comprised of three academic facilities in Oakton, Virginia. Each one was

constructed with Flint Hill’s innovative instructional style in mind to include large, open spaces and to encourage interaction and participation among students. The Peterson Middle School is the home for Flint Hill’s seventh - and eighth graders. Located adjacent to the Upper School Campus, the facility includes 16 classrooms, an Innovation Hub with dedicated space for computer science, makers and robotics projects; an art studio; quiet study rooms and a large commons with cafeteria seating. A large terrace serves both as a space for students to spend downtime and a community gathering space during athletics events. The

Upper School Campus is a 130,000- square-foot contemporary academic building with a soaring, open atrium and staircases. Like an interior campus quad, the atrium is a vibrant hub for Upper School life. The atrium is surrounded by dedicated academic wings, science labs, a robotics lab, a two-story learning commons, art studios, a fitness center, and the athletics facilities.

The Hazel Lower School, located a mile from the Upper and Middle School, resides on the School’s original campus, was redesigned in 2020 and is home to 250 students. This campus includes the historic Miller House, the Hazel Lower School, the 300-seat Olson Theater, athletic fields, a full-sized gym, professional quality music and art studios and science and innovation labs. Glass-fronted, the Hazel Lower School is filled with light, energy and joy. The campus is an immaculate, safe space; the playing fields expansive; and each of the three age-appropriate playgrounds are thoughtfully designed.

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SCHOOL MISSION, VISION AND VALUES

Flint Hill's mission is lived by faculty, administrators and staff.

A Flint Hill education focuses on the learner. Within a context of strong relationships, we create developmental experiences that embrace the best practices of traditional and contemporary education. Through continuous growth, we actively and thoughtfully implement the ideas and resources that help each student investigate, create, and communicate collaboratively and effectively in a rapidly changing, interconnected world.

The School's commitment to the whole child and to a balanced program gives students a secure foundation in relationships and a deep feeling of acceptance, enabling them to live the School's Core Values:

- Respect and value all equally.
- Lead and support with compassion.
- Act with integrity.
- Imagine what's possible.
- Blaze the trail.

Supported by teachers, Flint Hill students are unafraid to ask questions in class, try out a new activity and advocate for themselves. Flint Hill's culture reinforces the School's vision:

- Take meaningful risks
- Be yourself
- Make a difference

DIRECTOR OF FINE ARTS OPPORTUNITY

When passion and impact come together, an institution becomes more than a place to work. As many of our teachers and staff will tell you, Flint Hill is a place where they are challenged and inspired, and yet it still feels like home.

The Director of Fine Arts enhances the experience of Flint Hill students and faculty and embraces [the mission, vision, and core values of the school](#), [the Flint Hill Statement of Institutional Equity and Inclusion](#) and the [Portrait of the Flint Hill Student](#).

The Director of Fine Arts supervises and manages the curricular and event-driven activities for all JK-12 Performing and Visual Arts Programs at Flint Hill School. The Director of Fine Arts reports to the Director of Academics and is a full-time, exempt benefits-eligible, 12-month administrative position.



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RESPONSIBILITIES AND DUTIES

Academic Leadership and Administrative Management

- Ability to apply advanced knowledge of principles, practices, and procedures related to performing and visual arts programs.
- Conduct curriculum review, design, and development in the Lower, Middle, and Upper Schools in visual and performing arts in close work with faculty and make recommendations for vertical alignment.
- Manage full-time and part-time Fine Arts faculty across the Lower, Middle, and Upper Schools, including leading departmental meetings.
- Review all teacher comments for progress reports and report cards for all Fine Arts teachers in all divisions.
- Represent the Fine Arts Department at Admissions events.
- Serve on hiring committees and make hiring recommendations for Fine Arts faculty.
- Develop promotions for Fine Arts events in collaboration with the Director of Marketing and Communications.
- Plan and manage the Fine Arts department budget.
- Enter and submit all work order event requests in the submission portal, including setups and breakdowns.
- Review and approve all work order requests submitted by Fine Arts faculty.
- Approve supply orders for Fine Arts faculty and when necessary assist in placing orders.
- Other administrative duties as assigned.



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Performing and Visual Art Program Management Arts Jam

- Manage the annual Arts Jam concert featuring all Upper School music ensembles plus musical theater and Major Minors. This concert is held at George Mason University.
- Collaborate with the Upper School Performing Arts teachers to determine the show order and technical needs for each Arts Jam performance.
- Collaborate with venue staff for all rehearsal and performance needs including load-in/load-out, all lighting and sound cues, transportation, and meals for all performers during the on-site rehearsals.

Plays and Performances

- Act as on-site administrator during all Fine Arts plays and performances.
- Screen music and play selections to ensure alignment with the School's institutional equity and inclusion philosophy and core values.
- Facilitate production meetings between the creative team and outside contractors for lighting, sound, and costumes for major productions.

- Manage the online box office system, ShowTix4U, for all ticketed plays and performances. and respond to all patron inquiries regarding tickets.
- Partner with the Facilities team to plan the construction, installation, and removal of scenery and event-specific lighting and sound equipment for each production.
- Provide layout, graphic design, and content for the printed programs and lobby displays for all plays and performances.
- Serve as "House Manager" for all plays and performances. Responsibilities include patron management, training ushers, and assisting wheelchair patrons to the elevator.
- Coordinate with Security, Facilities, and Housekeeping for lobby setup (tables and chairs), room access, and support for parking.
- Organize volunteers for box office and ushers for all plays and performances.
- Provide support for all after-school Fine Arts activities, including the US Play, Major Minors, MS Play, and US Musical. This includes attending rehearsals and providing A/V gear for rehearsals.
- Transport students between campuses for rehearsals and performances.
- Organize and plan the Upper School Fine Arts Awards Ceremony.
- Upper School Visual Art Show
- Coordinate and assist with the installation of visual art pieces in selected parts of the Upper School building.
- Attend the opening of the show and manage the reception.
- Manage the breakdown of the show in a timely manner.

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APPLICATION PROCESS

Candidates interested in applying for the Director of Fine Arts role may apply online at: <https://rg175.com/candidate/signup>

If you have any questions about the search, please contact Adam Peichert of Resource Group 175 who is overseeing the search at: adam.peichert@rg175.com

Thank you for your interest in Flint Hill School. We look forward to hearing more about your interest in this rare opportunity for an outstanding educator.

Flint Hill School maintains a strict policy of nondiscrimination in regard to employment. All aspects of employment at Flint Hill are governed on the basis of competence, merit, and qualifications, and will not be influenced in any manner by race, color, religion, sex, age, national origin, ancestry, veteran's status, disability, or any other classes referred in applicable state and federal laws.