

Conservatory Director - Pittsburgh Musical Theater

NATURE OF WORK:

The Conservatory Director reports directly to the Executive Director and is responsible for the day to day operations, educational direction, curriculum development, and parent, student, and resident artist relations in alignment with PMT's mission and strategic plan. The Conservatory Director will work as a member of the PMT Administrative Team and serve as the primary liaison between the administration and PMT resident artists. The Conservatory Director supervises a team of approximately 20 resident artists and is supported by an administrative assistant.

PRIMARY RESPONSIBILITIES:

- Recruit, hire, and manage a team of resident artists to staff PMT Conservatory classes
- Communicate proactively with students and parents via phone, email, and scheduled meetings
- Work with the PMT Marketing Manager to develop and implement a proactive outreach effort to recruit new students
- Monitor and proactively manage student retention
- Meet or exceed enrollment targets through recruitment, retention and new curriculum development
- Be committed to cultivating a diverse and inclusive environment at PMT Conservatory including managing financial aid and scholarships and community outreach events with the support of members of the PMT administrative team
- Spearhead PMT's progress on the "Comprehensive Learning" strategic initiative. PMT's strategic plan can be viewed at www.pittsburghmusicals.com/about
- Oversee exploration and implementation of educational partnership opportunities
- Support organizational fundraising as needed by attending meetings, providing testimonials, and facilitating connections between students and the Development Department
- Consult on hiring and planning for young artist Conservatory productions
- Represent PMT Conservatory at relevant events and performances for Pittsburgh Musical Theater

KNOWLEDGE AND EXPERIENCE:

The qualified candidate will be a passionate arts educator aligned with PMT's mission and committed to the objectives of PMT's strategic plan. At the same time, The Conservatory Director must be committed to working with PMT's administrative team to effectively manage the business functions of the PMT Conservatory.

PMT's educational philosophy requires recruiting and retaining resident artists who employ musical theater disciplines to facilitate education in alignment with an emphasis on the transferable life skills of empathy, generosity, collaboration, determination, and confidence. Our ideal teaching corps, led by the Conservatory Director, will advance PMT's mission through a professional, holistic approach to arts

education that makes a positive impact on our students by facilitating their personal growth, on and off the stage.

Founded in 1990 and located in the West End since 2000, Pittsburgh Musical Theater's student body is made up of approximately 300 students from 7+ regional counties and 25+ neighborhoods within the City of Pittsburgh. We are seeking a Conservatory Director who is representative of our student body and committed to diversity, equity, inclusion, and anti-racism. Pittsburgh Musical Theater is an equal opportunity employer and candidates from diverse backgrounds, perspectives, and skill-sets are encouraged to apply. See additional details about our EOE policy below.

REQUIREMENTS OF WORK:

- A bachelor's degree or equivalent experience is required. PMT welcomes candidates with a diverse array of educational and professional experiences and will consider a variety of experiences as relevant to the work
- A driver's license is required
- This position features non-traditional work hours that includes evenings and Saturday daytime hours
- This candidate will be required to obtain all relevant federal and state clearances for working with children
- PMT requires all on site staff to be fully vaccinated for COVID-19

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- This position is on-site only
- The ability to climb stairs is required

This position is full time, exempt. Salary is commensurate with experience. PMT offers additional benefits including health, dental, vision insurance, paid time off, and retirement plans.

Pittsburgh Musical Theater is an Equal Opportunity Employer and encourages all applicants to apply without regard to Race, Color, Religion, Sex, Sexual Orientation, Gender Identity or Expression, Genetics, Pregnancy, Age, National Origin, Disability Status, Military or Veteran Status, or any other characteristic protected under Federal, State, or Local Laws.

TO APPLY:

Please submit a resume and cover letter to hire@pittsburghmusicals.com. No phone calls please.