



# KENT DENVER SCHOOL

*Excellence in Scholarship and Character*

**Director of Arts**  
**Kent Denver School**  
**July 2024**

---

**Department:** Arts  
**Reports To:** Head of School  
**Direct Reports:** Middle & Upper School Arts Faculty, Technical Theater Specialist  
**Level:** Senior Administrative  
**Job Category:** Administrative  
**Position Type:** Full-Time (12 months)

Kent Denver seeks a visionary educational leader for the position of **Director of Arts**. The successful candidate will support the school's mission, vision, and community statements, as well as its deep and long-standing commitment to excellence in academics, athletics and arts. As a member of the Administrative Team, the Director of Arts reports directly to the Head of School. The Administrative Team meets weekly and is responsible for shaping institutional strategy and for providing direction and oversight for all school programs and functions.

**Job Summary:** The Director of Arts at Kent Denver plays a crucial role in fostering creativity, artistic expression, and cultural enrichment within the school community. This position is responsible for overseeing all aspects of the arts program, including visual arts, performing arts, and cultural activities. The Director of Arts is a key leader in shaping the school's arts curriculum, extracurricular programming, making meaningful connections to the greater-Denver arts community, and providing a nurturing and inspiring environment for students to explore and excel in their artistic pursuits. In addition to their administrative responsibilities, The Director of Arts will also be expected to teach a class and to potentially serve as an advisor.



**Carney  
Sandoe**  
& ASSOCIATES

Carney, Sandoe & Associates  
The Search Group  
200 High Street, Suite 610, Boston, MA 02110  
T 617.542.0260 · F 617.933.3426  
search@carneysandoe.com · carneysandoe.com



**Key Responsibilities:**

**Curriculum Development:**

- Develop, implement, and regularly update a comprehensive arts curriculum that aligns with the school's educational goals.
- Collaborate with faculty to integrate the arts into other academic subjects, as well as with college counseling to support students pursuing arts in college.

**Faculty Supervision:**

- Recruit, hire, and evaluate arts faculty members.
- Actively support professional development opportunities for arts faculty to enhance their teaching skills and stay updated on industry trends.

**Arts Program Management:**

- Oversee all aspects of the arts program, including visual arts, music, theater, dance, and other cultural activities.
- Coordinate class schedules, rehearsals, and extracurricular activities related to the arts.

**Budget Management:**

- Develop and manage the arts department budget, ensuring responsible allocation of resources for supplies, equipment, and events.

**Event Planning and Coordination:**

- Organize and supervise arts-related events, such as art exhibitions, concerts, plays, and cultural festivals.
- Collaborate with other school departments to ensure the successful execution of events.

**Outreach and Partnerships:**

- Foster connections with local, regional, and national arts organizations, artists, and cultural institutions to enrich the school's arts program.
- Establish partnerships that provide students with exposure to real-world arts experiences.

**Facilities and Equipment:**

- Oversee the maintenance and utilization of arts facilities, ensuring they are safe and conducive to creative work.
- Manage the acquisition and maintenance of arts equipment and materials.





# KENT DENVER SCHOOL

*Excellence in Scholarship and Character*

## Community Engagement:

- Engage with parents, alumni, and the broader community to foster support for the arts program.
- Promote the arts as an integral part of the school's culture and identity.

**Qualifications:** The ideal candidate should have significant experience in an educational institution, preferably in an independent school setting and/or in a highly selective college environment. A bachelor's degree is required and a master's degree is preferred, along with successful management, supervisory, teaching and community art experience.

## Specific Skills and Abilities:

- Proven leadership skills
- Excellent verbal and written skills in both public gatherings and one-on-one conversation
- Ability to recognize, recruit, and retain gifted teachers, empowering them with autonomy and championing their efforts with students
- Ability to work collaboratively within a team and across divisions and other departments
- Ability to work under pressure and meet prescribed deadlines while handling multiple assignments simultaneously
- Interest in all aspects of education and a dedication to promoting Kent Denver's priorities by developing excellent working relationships with all faculty and staff
- Ability to think strategically, gather information, and make difficult decisions in the best interests of the School, its faculty and students
- Self-motivation, independence, flexibility, competence in detail-oriented reporting
- Ability to administer and manage operational policies and procedures.
- Budget management experience

**Start Date:** July 1, 2024

**Benefits:** This is an exempt, full-time position with full medical, dental and retirement benefits, and paid vacation, sick and personal leave. Detailed information will be available at the time of the interview.



**Carney  
Sandoe**  
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com



# KENT DENVER SCHOOL

*Excellence in Scholarship and Character*

**Kent Denver School Employment Policy:** Kent Denver School is committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants without regard to race, creed, color, religion, transgender status (including gender identity or gender expression), sex (including pregnancy), gender, age, national origin, ancestry, physical or mental disability, marital status, marriage to a coworker, sexual orientation, status with regard to public assistance, membership or activity in a local commission, veteran status (including Vietnam era veteran status), genetic information, military service, application for military service or any other characteristic protected by applicable law.

Our school makes reasonable accommodations for qualified individuals with known disabilities, in accordance with applicable law. An applicant who does not meet the minimum qualifications of the position(s) for which the applicant applies will not be considered for employment.

**Community Promise:** Kent Denver School will foster a culture where all differences and identities across gender, ability, religion, sexual orientation, race, ethnicity and economic background are valued, celebrated and recognized as an essential quality of the education offered in our dynamic learning environment. All members of the KDS community are asked to consider and commit to this promise and strengthen our mission-driven work and impact.

## **To Apply**

Interested and qualified candidates should submit electronically, and as separate documents, the following materials:

1. *Cover letter stating interest in and qualifications for the position*
2. *Personal statement*
3. *Current resume, including phone number and email address*

To Rice Bryan (rbryan@carneysandoe.com). Please do not contact the school directly.



**Carney  
Sandoe**  
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com



Carney  
Sandoe  
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

[search@carneysandoe.com](mailto:search@carneysandoe.com) · [carneysandoe.com](http://carneysandoe.com)