



Job Title:	Director of Performing Arts		
Reports to:	Executive Director		
Date Posted:	Monday, November 1, 2021	Closing Date:	Friday, November 26, 2021
Interviews Begin:	December 5, 2021	Employment Start Date:	July 1, 2022

APPLICATION –

Candidate should send cover letter and detailed resume to:

EMAIL:

djackson@ossaa.com

MAIL:

David Jackson, Executive Director
OSSAA
P.O. Box 14590
Oklahoma City, OK 73113

GENERAL DESCRIPTION OF POSITION: The Director of Performing Arts works with member schools to provide leadership to and coordination of OSSAA Music, Speech and Debate, and Drama programs.

DUTIES AND RESPONSIBILITIES

- Coordinate and supervise all OSSAA District, Regional and State Music contests.
- Coordinate and supervise OSSAA One-Act Play contests.
- Coordinate and supervise all Speech and Debate contests sponsored by OSSAA.
- Facilitate the operation of OSSAA Performing Arts contests including securing adequate venues, finding contest managers, and selecting adjudicators.
- Facilitate the exchange of correspondence between the NFHS and OSSAA staff.
- Demonstrates good planning, analytical, and decision-making skills with the ability to meet deadlines.
- Other Duties as assigned by the Executive Director.

GENERAL QUALIFICATIONS

Bachelor's Degree from an accredited University.
Minimum of seven (7) years in education.
Strong oral and written communication skills.
Ability to organize and work with a team.
Ability to effectively utilize technology to complete the task at hand.

PREFERRED QUALIFICATIONS

Master's degree in Performing Arts or Secondary School Administration.

OTHER REQUIREMENTS:

The physical expectations of this position include the ability to walk or stand for extended periods of time and, on occasion, lift and/or move items that weigh up to 25lbs.

SALARY

Commensurate with experience, qualifications, and degree. Benefit package accompanies salary.