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**CRANBROOK
KINGSWOOD
UPPER SCHOOL**



Performing Arts Department Head and Band Conductor

Cranbrook Schools is looking for a collaborative, organized, and motivated department head to lead and coordinate the performing arts programs and performances for grades, PK-12. While primarily housed within the Cranbrook Kingswood Upper School, the Department Head manages the theatre, dance, and music programs throughout the campus to assure alignment and cohesion of mission and conducts three bands in the upper school, two bands in the middle schools, and assistant-directs one band in the lower school. The ideal candidate creates and maintains an atmosphere of inclusion where students, teachers, and staff from all backgrounds are welcomed and celebrated in the areas of performing arts. He/she also serves as an energizing advocate for the performing arts, as well as the primary contact for Cranbrook School on items relating to the performing arts.

The Department Head is a collaborator by nature. An excellent teacher, conductor, and musician, this individual has the benefit of instructing at the lower, middle, and upper divisions, to ensure growth and consistent delivery of programming. Coordinating with department members and program directors, the Head also maintains and builds relationships with individuals and organizations inside and outside of Cranbrook School with the intention of developing opportunities for students, the department, and the broader Cranbrook community. Other duties of the Department Head include:

- managing budgetary and logistical arrangements
- ensuring that the Performing Arts calendar integrates optimally with other calendars
- directing the pit orchestra for the upper school musical
- participating in the audition process
- co-directing the homecoming band at the homecoming day football game
- overseeing the Winter and Spring Festival Concert Series programs
- providing chamber music ensembles for community events
- serving on the performing arts fundraising board
- coordinating the private lesson program through our Summer and Special Programs Office, and
- coordinating with external programs that interact with Cranbrook Schools performing arts.

Please note there is no marching band component to this position.

A school steeped in both tradition and creation, Cranbrook Schools is comprised of a lower school, two middle school divisions, and an upper school that has both boarding and day students. It is located on a beautiful 319-acre campus adorned with world renown art and architecture; it attracts global attention, students from around the world, and is an institution committed to celebrating the arts, artistic performance, and its diverse student population.

Please note that residential accommodations on campus may be an option with this appointment.

This position requires a Bachelor's Degree with a Master's Degree preferred. Five or more years of experience in conducting school ensembles and in managing complex performing arts programs is optimal. The candidate must be able to communicate effectively, both verbally and in writing, with students, parents, faculty, and administrators. The candidate will manage relationships and problem-solve tactfully with all community members. Interested candidates should submit a personal vitae that includes a completed Faculty Application, résumé, copies of undergraduate and graduate transcripts, statement of educational philosophy in relation to this position, and two or three letters of recommendation with contact information to: Cranbrook HR –Performing Art Department Head, P.O. Box 801, Bloomfield Hills, MI 48303, or fax (248) 645-3014, or email humanresources@cranbrook.edu.