



# Cashion Cultural Legacy

## Job Description

### Academy Administrator

**Title:** Academy Administrator (for Los Lupeños Academy)

**Reports to:** Board of Directors

**Supervised by:** Managing Director, collaborates with Artistic Director

**Responsible for (Positions of direct reports):** Academy Instructors, Assistants, & Volunteers

**Type:** part-time permanent

**Number of Hours per Week:** 10 (50 weeks per year)

**Location:** San José, California (at least 50% of work will take place at the Mexican Heritage Plaza)

#### **Job Summary**

The Academy Administrator oversees the details of a folklórico dance curriculum in Los Lupeños Academy, a joint project between the non-profit Cashion Cultural Legacy (CCL) and the School of Arts and Culture @MHP (SOAC). The Academy Administrator ensures that instructors are teaching appropriate dance selections as well as including language, history, and culture into each class.

Los Lupeños Academy is an important entity within the CCL as it supports the Mission Statement: Sustain the preservation, presentation, and education of Mexican folk culture through dance.

The Academy Administrator role bridges the administrative (provided by our partners at the SOAC) with the artistic (adherence to traditional Mexican folk dance and its supporting dance genres). The Academy Administrator reports to the CCL Board of Directors, but is supervised by the Managing Director, while collaborating and communicating with the Artistic Director.

#### **Principal Duties and Expectations**

- Creates, plans, publishes, and manages dance curriculum, currently in 4 sessions (summer, fall, winter, spring) in conjunction with CCL Board Academy Committee and our partner (SOAC)
- Oversees and ensures compliance of contract(s) with Partner Organization(s)
- Adheres to the Artistic Vision, as established by the Artistic Director.
- Finds and evaluates potential instructors capable of quality traditional folklórico instruction
- Assists with coordination of instructor training (for professional development)
- Develops a system of communication that includes interface with parents and students for non-registration inquiries, suggestions, complaints, etc.
- Works with our partner (SOAC) to produce different end-of-session culmination events or recitals.
- Works with instructors to recommend student promotion from class to class.
- Organizes parent volunteers to help with different projects throughout the year as needed
- Contributes to social media informational postings for faculty, students, & parents.
- Monitors class instruction by dropping in and observing classes at least one per session.
- Manages Academy costume & accessory collection and its use for recitals and special events.
- Meets/Skypes weekly with the Managing Director.
- Prepares monthly written Board report highlighting accomplishments, needs, enrollment data, etc.
- Attends CCL Board meetings whenever possible.
- Participates in monthly LL Academy meetings alongside Managing Director and SOAC personnel.

#### **Qualifications**

- At least 5 years of Mexican Folklórico experience (modern, ballet or other dance genres is a “plus”).
- Ability to express knowledge of Mexican Culture related to dance and music.
- Real-life experience teaching and/or managing dance programs.
- Excellent interpersonal, communication, and leadership skills.
- Bilingual English/Spanish written and spoken skills.
- Well-organized with good attention to detail, punctuality, and follow through.
- Self-motivated and able to work independently.
- Interest in expanding folklórico knowledge from different master instructors (including in México).