



# Cashion Cultural Legacy

## Job Description

### Academy Administrator

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

**Type:** part-time permanent (mostly evening)

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

**Pay Rate:** \$25 - \$35 per hour depending on experience

**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 growing folklórico dance curriculum in Los Lupeños Academy, a program of the non-profit Cashion Cultural Legacy (CCL), in collaboration with the School of Arts and Culture @MHP (SOAC). Los Lupeños Academy is an important entity within the CCL as it supports our 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 (traditional Mexican folk dance as determined by our Artistic Director).

#### Principal Duties and Expectations

- Plans, publishes, and manages dance class schedule, currently in 4 sessions (summer, fall, winter, spring) in conjunction with the Managing Director and our partner (SOAC)
- Oversees the first two weeks of each session to ensure that class rosters are correct and to answer any instructor, student, or parent questions
- Contributes to social media informational postings for faculty, students, & parents
- Works with instructors to recommend student promotion from class to class
- Monitors class instruction by dropping in and observing classes at least one per session
- Collaborates in the planning and fully coordinates end-of-session recital events
- Meets (or video-conferences) weekly with the Managing Director and with other staff or Board members as needed
- Prepares a brief written Board report highlighting accomplishments, etc. at the end of every month
- Participates in monthly Academy meetings alongside Managing Director and SOAC personnel
- Works with instructors and the Artistic Director to ensure dance selections are appropriate for age & level
- And as time permits:
  - Coordinates instructor training opportunities (for professional development)
  - Helps recruit instructors capable of quality traditional folklórico instruction (with input from the Artistic Director)
  - Develops a system of communication that includes interface with parents and students for non-registration inquiries, suggestions, feedback, etc.
  - Organizes parent volunteers to help with different projects throughout the year as needed
  - Manages Academy costume & accessory collection and its use for recitals and special events
  - Attends CCL Board meetings

#### Qualifications

- Real-life experience teaching and/or managing afterschool programs (dance is a PLUS)
- Excellent interpersonal, communication, and leadership skills.
- Bilingual English/Spanish verbal skills (written skills is PLUS)
- Well-organized with good attention to detail, punctuality, and follow through.
- Self-motivated and able to work independently.
- Folklórico dance exposure or experience is a PLUS.
- Ability to express knowledge of Mexican Culture is a PLUS.