

The mission of the Idyllwild Arts Foundation is changing lives through the transformative power of art.

The Idyllwild Arts Academy provides pre-professional training in the arts and a comprehensive college preparatory curriculum to a diverse student body of gifted young artists from all over the world.

The Idyllwild Arts Summer Program provides arts instruction and experiences of the highest caliber to a diverse student population of all ages and abilities.

Idyllwild is a small town located at over 5,000 feet on the western slopes of California's San Jacinto Mountains. Even though it seems far from the hustle and bustle of city life, the town and campus frequently hosts music festivals, prominent speakers and artists, and community events. Also, it is only two hours by car to Los Angeles and San Diego.

OPPORTUNITY: Assistant Director of Admission or Admission Counselor (Depending on Work Experience)
LOCATION: Idyllwild, CA
REPORTS TO: Director of Enrollment Management
STATUS: Full Time – Exempt
SUPERVISES: None

Under general direction of the Director of Enrollment Management, the Assistant Director of Admission/Admission Counselor is responsible for assisting the Admission office in the Admission process including ensuring amicable working relationships with all facets of the school community and public. Incumbent will work with Admission office staff and members of the Administrative Council as needed to develop admission materials and assist with analyzing financial aid applications. May be required to do both domestic and international travelling, of both short and long duration trips. Will assist with planning recruitment tours, and developing relationships with middle school counselors and consultants.

ESSENTIAL DUTIES

Is involved with all aspects of the admission process including assisting applicants with admission procedures, conducting family tours on campus, performing family interviews, attending school fairs and recruitment events, advising students, interaction with current students and school community members in matters concerning admission.

- Work closely with the art chairs to ensure proper representation of their programs as well as implement strategic recruitment plans that target specific art disciplines
- Assist Marketing Team with creation, design and distribution of admission publications, promotional materials, and electronic communications
- Attend student performances as often as possible
- Work closely with the Idyllwild Arts Summer Program in all aspects of recruitment
- Distribute, broadcast and manage email lists associated with faculty, staff, alumni, students, parents, prospective families and consultants
- Build strategic networks with alumni, parents, middle schools, admission professionals, educational consultants, and boarding school associations
- Contribute to school social media accounts such as Facebook, Twitter, YouTube and Vimeo
- Some weekends are required

Minimum Qualifications

Knowledge of the principles and practices of independent high school admission criteria ability to:

- Thoroughly learn and work with the student database
- Establish and maintain good working relationships and communications with interested families and students, and the school community
- Plan, organize and establish goals for the enrollment of the academy; make recommendations and gain support for those goals
- Manage conflicts between different interests competing for enrollment
- Communicate clearly in English both orally and in writing and make oral presentations
- to families and larger groups on behalf of school programs

- Travel throughout the United States and internationally

Preferred Qualifications

- Experience with living/working in a boarding school community or experience with leading and working with youths
- Experience in travel or in living/ teaching abroad
- Experience with giving presentations and speaking to large groups

Personal Qualities/Attributes

- Acts as a model of integrity
- Understands professional boundaries between students and teachers
- Respects confidentiality
- Has a sense of humor and keeps things in perspective
- Exercises patience and good listening skills
- Flexible and has the ability to work under pressure
- Keeps a positive attitude

Desired Interpersonal and Sociability Traits/Abilities

- Outgoing personality, confident in variety of social networking functions and settings
- Comfortable and able to assess unfamiliar situations; quickly adjusts demeanor and style needed to interact socially, 'mix in' and approach appropriately, while representing the school's interests
- Poised and able to "think on your feet"
- Demonstrates enthusiasm, concentrated focus, high level of energy and commitment to school, students, and attaining goals

EDUCATION/EXPERIENCE

- B.S./B.A. degree from an accredited college and two years' of experience, in an admission and financial aid office OR
- Degree and at least 3 years' full time experience in an independent school or college/university admissions office, with direct recruitment and financial aid responsibilities

OTHER REQUIREMENTS

Ability and desire to work within the Idyllwild community, Riverside County, or commute a reasonable distance, that does not impede on-time arrival during winter months. Obtain and maintain a valid California Driver License, pass a criminal history background check as required by California Education Code Section 44237, and pass a TB test.

PHYSICAL DEMANDS/WORK ENVIRONMENTS

WHILE PERFORMING THE DUTIES OF THIS POSITION AN INCUMBENT MAY BE REQUIRED TO:

- Specific vision abilities include close, distant and color vision perception and the ability to adjust eye focus.
- Reaching with the hands and arms and use of hands to manipulate a computer keyboard and mouse;
- Must be able to converse in clear English both written and orally, over a telephone and in person, and be able to make public presentations.
- Work hours vary and may include days, nights, and weekends.
- Occasionally, incumbent may be required to lift up to 25 pounds, traverse uneven terrain, climb stairs while moving about campus, bend and stoop, conduct tours, show visitors campus facilities, and provide their own transportation for local and remote events.

Reasonable accommodation will be considered to enable individuals with disabilities to perform the essential functions of this job.

Interested candidates should send a CV/Resume (PDF or Word doc format, only) and a letter of interest addressing their skills, abilities and experiences relevant to this opening.

Deadline for submittal May 24, 2019
 Email to: employment@idyllwildarts.org

Idyllwild Arts is an Equal Opportunity Employer