



THE CREATIVE AND PERFORMING ARTS SCHOOL

JOB DESCRIPTION

HEAD OF PERFORMANCE

The Head of Performance provides curriculum and academic leadership of the performance programmes, which initially will be the acting, singing and dance programmes; fostering a culture of performance excellence, while ensuring effective administrative management. Essential duties and responsibilities of the role are to:

- Develop and implement a medium to long-term vision for the department, ensuring programmes and priorities that align with institutional goals.
- Lead the design, implementation, review and revision of curricula, ensuring content that is engaging, suitably challenging and in alignment with institutional academic standards and best practice.
- Develop, implement and maintain programmes, initiatives and strategic partnerships, to enhance student learning and engagement and create performance opportunities.
- Evaluate the effectiveness of programmes, the quality of teaching and learning and the achievement of students, identifying and setting targets for improvement.
- Ensure that assessment and examination procedures are robust, follow established institutional policy and are applied consistently by all faculty.
- Provide leadership in the creation and development of opportunities to effectively showcase the work and talent of students.
- Oversee the planning, coordination and execution of all performance events and artistic presentations.
- Support and drive the promotion of all performance events and presentations to boost interest, attract audiences and raise awareness about the School's programmes.
- Lead in the recruitment and hiring of faculty and staff, including visiting academics and industry professionals.
- Cultivate a supportive and collaborative work environment of high skilled, deeply committed faculty who are passionate about student success.
- Manage budgets, allocate resources effectively and actively seek out funding for programmes and initiatives.

The Head of Performance also leads and oversees the academic units, visiting faculty and industry professionals. Essential duties and responsibilities of these aspects of the role are to:

- Oversee the engagement of visiting faculty and industry professionals.
- Provide the strategic leadership, professional development opportunities and support necessary to create and sustain high-performing teams.

Education and Experience - Essential

- Advanced degree, preferably though not necessarily in a performing arts field.
- Meaningful experience in higher education administration, including at least 5 years in a management or leadership role.
- Demonstrated experience in developing and implementing college level curricula, preferably though not necessarily in performance arts.
- Track record of mentoring and supervising students, faculty and staff; driving student achievement and departmental growth.
- Extensive experience in the monitoring and evaluation of teaching and learning strategies and approaches.
- Proven experience leading and managing teams, programmes and projects.
- Experience developing and implementing fundraising strategies.

Education and Experience - Desirable

- Proven experience as a performer in professional productions.
- Experience teaching in a performance related field at a college or university level.

Knowledge, Skills, Abilities

- Knowledge of industry standards and trends for professional performance practice.
- Ability to work collaboratively within an interdisciplinary setting.
- Ability to develop and manage budgets and allocate resources efficiently.
- Ability to motivate, mentor, manage and inspire a team of educators to deliver outstanding teaching and learning.
- Proven understanding and ability of how to measure and assess progress and achievement, and to develop solutions to drive student growth and success.
- Exceptional organisational and communications skills, including an ability to communicate effectively with diverse audiences. Ability to forge strong working relationships with faculty, staff, students, industry partners and other stakeholders.

Letters of interest should be emailed to admissions@capasbahamas.com by August 1st, 2025.