

Assistant Director of Admission,, Camp

Interlochen Center for the Arts seeks to hire a dynamic Assistant Director of Admission to join our team. As one of America's most prestigious institutions for arts education, performance and fine arts, this is a career opportunity to join a vibrant arts community and engage with a strategic enrollment division. The Assistant Director of Admission will work with families throughout the multi-faceted admission cycle and be a part of our Information Technology team as an application specialist. Working closely with assigned programs for processing and managing a geographic recruitment territory, this position is responsible for engaging new prospects and is required to travel. The Enrollment Office admits more than 3,000 qualified elementary through high school-age students from more than 50 countries each year across numerous artistic disciplines and study sessions for Interlochen Arts Camp and also enrolls 500 high school-age students for Interlochen Arts Academy.

Major Duties and Responsibilities:

- Support the Associate Director of Admission & Financial Aid - Interlochen Arts Camp (IAC) in operational success related to camp enrollment and provide excellent customer service as the first point of contact for prospective students and families for assigned Interlochen education programs.
- Identify prospects for IAC through effective use of enrollment technology, travel, and research. Manage the enrollment process for assigned programs. This position is on the front lines with families and should help steer families to the right program fit. Responsible for communication with families while cultivating relationships throughout the cycle.
- Support day to day operations with a strong understanding of the enrollment technology. This includes implementing effective workflows, automatic communications, Salesforce, and reporting. Suggest and contribute towards implementation of best practices to ensure excellent customer service experience.
- Support the strategies and vision for enrollment through communications with families and students. Some travel required to ensure recruitment success in an assigned geographic territory.

Experience/Education

- Bachelor's degree required
- One to two years of experience in an education enrollment setting; preferred experience with enrollment related to arts programs
- Experience working independently
- Connection to the arts
- Experience executing superior organizational skills
- Experience with database technology and reporting

Skills and Knowledge (Required)

- Strong communication and interpersonal skills
- Outstanding oral and written communication skills
- Strong capability to work collaboratively and collegially with a wide variety of constituents
- Aptitude for embracing diversity in individuals, perspectives, artistic styles, and more
- Strong proactive approach to solving problems
- Ability to develop and implement a vision
- Ability to function effectively in a constantly changing environment

- Knowledge of database systems

Application Process:

Required documents for application are: Cover letter and CV/Resume with a current listing of three references.

If interested in applying please submit an application at <http://careers.interlochen.org>.

More information about Interlochen Center for the Arts:**COMPANY DESCRIPTION**

Interlochen Center for the Arts is the recipient of the National Medal of Arts and the only organization in the world that brings together: a 2,500-student summer camp program; a 500-student fine arts boarding high school; opportunities for hundreds of adults to engage in fulfilling artistic and creative programs; two 24-hour listener-supported public radio stations (classical music and news); more than 600 arts presentations annually by students, faculty and world-renowned guest artists; a global alumni base spanning eight decades, including leaders in arts and all other endeavors. For information, visit Interlochen online at www.interlochen.org.

Interlochen Center for the Arts MISSION...

To engage and inspire people worldwide through excellence in educational, artistic and cultural programs, enhancing the quality of life through the universal language of the arts.

THE CORE PURPOSE...

To ignite lifelong passion for the arts

THE CORE VALUES...

Nurturing, Inspiring, Transforming, Enlightening and Enduring

Interlochen Center for the Arts includes:*Interlochen Arts Academy*

Interlochen Arts Academy, a fine arts boarding high school, offers the highest quality artistic training combined with comprehensive college-preparatory academics. The Academy also offers post-graduate opportunities.

Interlochen Arts Camp

Young artists from around the world gather at Interlochen each summer to learn, create and perform alongside leading artists and instructors. Programs are offered to students in grades three through twelve.

Interlochen College of Creative Arts

Adult artists thrive on opportunities to learn and express themselves creatively. The College of Creative Arts offers programs in a variety of arts disciplines.

Interlochen Public Radio

Classical Music: 88.7 FM, Interlochen; 88.5 FM, Mackinaw City; 94.7 FM, Traverse City and 100.9 FM, East Jordan/Charlevoix

News Radio: 91.5 FM, Traverse City; 90.1 FM, Harbor Springs/Petoskey; 89.7 FM, Manistee/Ludington
Streaming online at ipr.interlochen.org. Through two listener-supported broadcast services, Interlochen Public Radio (IPR) connects northwest Michigan with arts, news and culture on a global scale. IPR also gives significant focus to local and regional news, information and artists.

Interlochen Presents

Interlochen brings dozens of world-renowned artists to northwest Michigan, enhancing the region's position on the global arts map. Interlochen presents more than 600 events each year by students, faculty and guest artists, making Interlochen one of the nation's largest arts presenters.