

## **Associate Director of Admission and Financial Aid, Camp**

Interlochen Center for the Arts seeks a dynamic collaborative leader to oversee the recruitment and enrollment activities for Interlochen Arts Camp (IAC) including operations, marketing, and financial aid under the direction of the Executive Dean of Enrollment Management. The summer camp enrolls ~2500 students each year in grades 3 through 12 in creative writing, comparative arts, dance, motion picture arts, music, theatre, and visual arts. The associate director will work with the dean of enrollment management on recruitment, marketing, and financial aid strategies that align with institutional enrollment goals, manage three counselors, and work closely with Information Technology on the user and administrator experience throughout the enrollment cycle.

The Associate Director manages day to day operations with regard to all aspects of IAC admission work including, but not limited to: recruitment, marketing and communications, application and decision processing, financial aid, and reporting. This position is responsible for the IAC financial aid budget, a strategic member of the financial aid committee, communicates decisions to families, and facilitates any appeals.

Working closely with the Dean of Enrollment Management, the Associate Director will work to improve and streamline business process, execute recruitment and financial aid strategy, and successfully meet enrollment goals. The Associate Director will maintain a recruitment territory and lead the regional audition tour in addition to being a key voice in curricular initiatives for new camp programs.

### **Major Duties and Responsibilities:**

- Lead the day to day operation decisions related to application and decision processing, make decisions on staff responsibilities, execute events on and off campus
- Lead recruitment and financial aid strategy execution
- Manage a large financial aid budget and be a strategic decision maker in initial offers and appeals
- Help guide marketing and communication efforts
- Lead the coordination of partnership activities
- Reports to executive dean of enrollment management
- Bachelor's degree required, advanced degree preferred
- Five (5) years of experience in an education or camp enrollment setting including financial aid; preferred experience with enrollment related to arts programs
- Experience working independently and managing staff
- Connection to the arts
- Experience executing superior organizational skills
- Experience with enrollment technology and reporting
- Experience working with marketing and communications

**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](http://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](http://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.