

The Chicago Academy for the Arts

Director of Enrollment Management

The Chicago Academy for the Arts (chicagoacademyforthearts.org), Illinois' premier visual and performing arts high school, seeks a Director of Enrollment Management for immediate appointment.

The Academy's educational model is co-curricular: students engage deeply in both rigorous academic coursework and professional-level training in dance, filmmaking, animation, writing, music, musical theatre, theatre, or visual arts. (Note: The Chicago Academy for the Arts is a different school than "ChiArts", a CPS school.)

Students at The Academy are characterized by an extraordinary sense of purpose and community. Most continue with the arts after high school: alums include hit songwriters, Grammy Award nominees and winners, Broadway stars, internationally acclaimed dancers and visual artists, and award-winning filmmakers and writers. Students also pursue degrees and careers outside of the arts: many alums are successful professionals in the fields of science, mathematics, technology, business, law, healthcare, and many more.

The Director of Enrollment Management is responsible for the design and execution of a comprehensive and innovative enrollment management program—from inquiry and recruitment to enrollment and retention. Reporting to the Head of School, the DEM is a member of the six-person senior administrative team.

This position is an extraordinary opportunity for an ambitious enrollment professional to both promote — and play a major role in running — a school that routinely transforms the lives of its students. Simply put: [this work matters](#).

Duties and responsibilities include:

- Developing and implementing robust, innovative recruitment strategies to meet the school's unique student body needs
- Planning and executing all phases of the school's admissions process
- Collaborating with the Director Strategic Initiatives in maintaining and aligning the technical resources to best support a robust digital and mobile-friendly admissions process
- Collaborating with the Director of Finance and Operations on various matters, including tuition and revenue projections and financial aid strategies and awards
- Collaborating with the Director of Marketing and Communications on all matters related to the production of admissions materials, school visibility, and marketing
- Partner with the Director of Strategic Initiatives and Marketing Communications in both building and maintaining our partnerships/relationships within our technical ecosystem.

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- Collaborating with the Head of School on the development of multiple long-term major strategic priorities
- Overseeing all aspects of the recruitment and enrollment of international students
- Monitoring and analyzing local and national demographic trends that affect independent school enrollment, and staying informed of independent school trends that affect admissions and financial aid
- Managing re-enrollment of returning students and overall retention efforts for the school, including working with the Assistant Head of School to track performance of admitted students
- Supervising the management of the school's growing Saturday and Summer programs
- Supervising the work of a full-time admissions associate

The ideal candidate will have the following attributes:

- Five years of admissions experience in an independent school admissions environment
- A background in (or thorough knowledge of) the arts
- World-class communication skills
- A prodigious ability to quickly form close, effective relationships with a wide variety of constituencies
- Experience with database management and comfort working with data and statistics
- First-rate management skills
- An ability to work effectively in a fast-paced environment with multiple priorities and frequent deadlines

The DEM is a 12-month full-time salaried position; the working environment is inspired and authentically mission driven.

Interested applicants are invited to send a resume and thoughtful cover letter to Jason Patera, Head of School, at employment@chicagoartsacademy.org. (Please reference Director of Enrollment Management in the subject line.) The Academy is an equal opportunity employer committed to building a culturally diverse faculty, and all qualified applicants — regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law — are strongly encouraged to apply.