



OKARTS
OKLAHOMA
SCHOOL FOR
THE VISUAL &
PERFORMING
ARTS

Year 1 – Requested Appropriation: \$750,000

Use of funds: July, 2015 – June 2016

ORGANIZATIONAL NEEDS

1) Hire Executive Director

Primary responsibility for running the School and directing the strategic and day-to-day operations of the OSVPA organization. Specific duties include, but are not necessarily limited to:

- Working directly with Oklahoma State University to begin setting academic curriculum and administrative guidelines, job descriptions, policies, etc.
- Creating working and ongoing relationships with Arts organizations throughout the State of Oklahoma;
- Working with the OSVPA Board to hire and/or supervise outside professionals;
- Identifying and recruiting department heads of both Arts and Academic curricula;
- Identifying and recruiting the best other artistic and academic teaching professionals available in the State;
- Securing modest, temporary office space for ongoing start-up operations;
- Handling all general and operational duties for the organization.

Estimated salary/benefits requirement: \$105,000 annually.

2) Hire Organizational/Development Director

Primary responsibility is to develop strategic and tactical plans for private fundraising efforts and marketing/outreach aspects of the School, including but not limited to:

- Soliciting private gifts from businesses, individuals and foundations to build/rehabilitate facilities and equip the School;
- Promoting the School throughout the State to begin the student recruitment processes;
- Creating relationships with high school principals, academic advisors and counselors throughout the State;
- Developing an external communications and PR plan;

Estimated salary/benefits requirement: \$90,000 annually.

3) Hire Administrative Assistant 1

Primary responsibility is to provide administrative help to both the Executive Director and the Development/Marketing Director.

Estimated salary/benefits requirement: \$40,000 annually.

4) Hire the Arts Education Director

Primary responsibility will be to finalize Arts curriculum; will Chair the Arts department of the School; will continue the recruitment and hiring of the best possible teaching staff for the Arts; will also have teaching responsibilities.

Estimated salary/benefits requirement: \$90,000

5) Hire the Academic Education Director

Primary responsibility will be to finalize the academic curriculum; will Chair the academic department of the School; will continue the recruitment and hiring of the best possible academic teachers for the School; will also have teaching responsibilities.

Estimated salary/benefits requirement: \$90,000

6) Hire Administrative Assistant 2

Anticipating the need for an additional administrative assistant for the Arts and academic sides of the School.

Estimated salary/benefits requirement: \$40,000

PROFESSIONAL SERVICES NEEDS

Continuing work of both architectural firms hired for design, space planning, engineering, construction management and rehabilitation of Roosevelt School building and new building to house artistic and academic functions.

Estimated need: \$100,000.

Begin statewide student recruitment and communications efforts among school districts throughout Oklahoma, statewide Arts organizations, educational associations, and other key constituencies.

Estimated need: \$150,000.

OTHER BUDGET ALLOCATIONS

Rent, overhead, G/A expenses. -- Estimated need: \$45,000.