



## Position Description

<b>Position:</b> Dean, Fine and Performing Arts	<b>Position Number:</b> M-_____
<b>Department/Site:</b> Instruction	<b>FLSA:</b> Exempt
<b>Evaluated by:</b> Vice President, Instruction	<b>Salary Range:</b> _____

### **General Description**

The Dean of Fine & Performing Arts is the chief instructional and operational officer of the division. Under the direction of the Vice President of Instruction, the Dean of Fine & Performing Arts is responsible for the development, coordination, and supervision of the Fine & Performing Arts programs for the District, including the programs of art, dance, music, photography, recording arts, and theatre arts. In addition, the Dean is responsible for supervision of the Director of the Haugh Performing Arts Center. This is a twelve month academic management assignment

### **Essential Duties and Responsibilities**

- Provide leadership in the development and maintenance of excellence in the instructional program.
- Organize and supervise Fine and Performing Arts services and curriculum development.
- Prepare annual schedule, workload assignments, and serve as division liaison for Fine & Performing Arts staff.
- Actively promote community and industry awareness and support for Fine and Performing Arts activities.
- Prepare and monitor budget for Fine & Performing Arts programs and testing.
- Communicate college policy and administrative decisions to the division faculty and students and the needs of the division to the administration.
- Administer the collective bargaining agreements among the District and the faculty and classified unions.
- Create an atmosphere of collegiality and support the goals of participatory governance.
- Supervise the administration, recording, filing, and dissemination of test data.
- Cooperate with the Staff Diversity Officer, Title IX Coordinator, and ADA Coordinator(s) in the development and implementation of activities relevant to federal and state compliance.
- Work with the Dean of Admissions and Records/Financial Aid in coordination of registration procedures.
- Serve as chairperson of the Fine & Performing Arts division meetings.
- Participate in Instructional Council meetings.
- Demonstrate leadership in long-range planning and program review activities, faculty and staff development activities, program and curriculum development, the selection of division textbooks, equipment, supplies, and library materials.
- Serve in the selection and evaluation of division personnel.
- Perform other duties as assigned.

### **Minimum Qualifications**

- Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff and students, AND
- Possession of a Master's degree, AND



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- One year of formal training, internship, or leadership experience reasonably related to this management assignment.

### **Preferred Qualifications**

- Possession of a Masters degree in a field enhancing ability to successfully perform the duties of the position.
- Experience in a leadership role in a fine or performing arts environment at the secondary or postsecondary level.
- Evidence of ability to embrace and promote technology-mediated instructional techniques.
- Evidence of qualification for a current Citrus College Faculty Service Area.