



Position Description

Position: Fine & Performing Arts Programs Supervisor	Position Number: 448801
Department/Site: Fine & Performing Arts	FLSA: Exempt
Evaluated by: Dean of Fine and Performing Arts	Salary Range: 5

Summary

Under the general direction of the dean of fine and performing arts, the fine and performing arts programs supervisor advises and assists in the budgetary aspects of productions and of the department. Advises and assists in personnel assignment and supervision within the department. Responsible for maximized facilities usage. Represents the District and coordinates public relations activities for the department. Originates and coordinates the department's off-campus engagements. Functions as booking agent for the department.

Essential Duties and Responsibilities

- Coordinate all phases of the fine and performing arts program.
- Originate and coordinate all off-campus student performances.
- Function as budget advisor on all department projects and productions.
- Assist with the scheduling of classes, updating of catalogue, as well as other fine and performing arts related materials.
- Assist with instructor assignments, ensuring compliance with policies regarding faculty load.
- As needed, calculate faculty loads across an assortment of assignments and disciplines.
- Select, train, and supervise classified staff, short-term non academic hourly, and student aides.
- Participate in the hiring of classified staff.
- Evaluate classified staff and short-term non academic hourly, and student aides.
- Monitor and provide budget analysis information on all area, District, and production budgets.
- Supervise use of department facilities with regard to instructional program.
- Establish and maintain departmental/performance master calendar.
- Represent the District and coordinate public relations activities for the various fine and performing arts department division comprising of, but not limited to, dance, theatre, vocal music, instrumental music, recording arts, and video technology.
- Assist in student recruitment efforts within the department, with public relations staff, and with performing arts staff.
- In cooperation with the foundation office, supervise and coordinate the Golden Circle Program, including all activities designed to further its expansion and maintenance.
- Perform related duties as assigned.

Qualifications

Knowledge, Skills, and Abilities

- Knowledge of the academic and performance related aspects of all fine and performing arts programs as they interface with the entertainment industry.
- Legal and budgetary knowledge of the function of a booking agent in the entertainment industry, combined with a thorough knowledge of the District policies and procedures.



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- Knowledge of commonly accepted professional business practices of the entertainment industry.
- Management skills in budget formation and administration.
- Perform all of the relevant duties of the position with only general direction.
- Work effectively in a shared governance environment.
- Provide customer support from a management level.
- Provide customer service protocol with a customer-service oriented priority.
- Create and/or modification of Administrative Regulations and Board Policy.
- Use effectively a personal computer and a variety of job-related software applications.
- Conduct long-range planning.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate effective communication in a multi-cultural environment with faculty, staff and students.
- Establish and maintain cooperative and effective working relationships with members of the college community and with outside contacts.
- Coach and manage assigned staff.

Physical Abilities

- Incumbent must be able to function effectively indoors engaged in work of primarily a sedentary nature.
- Requires the ability to sit for extended periods of time to accomplish data entry and deskwork.
- Requires sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard, multi-media presentation, and other office equipment.
- Requires normal hearing and speaking skills to communicate in one-on-one and small group settings and distinguish sound prompts from equipment.
- Requires visual acuity to read printed materials and computer screens.

Education and Experience

- Possession of a bachelor's degree in business administration and/or a bachelor's degree in music business.
- Six years of financial analysis together with six years production experience and a minimum of five years personnel supervision.

Licenses and Certificates

- May require a valid driver's license.

Working Conditions

- Work is performed indoors where minimal safety considerations exist.