



## POSITION DESCRIPTION

Director of the Haugh Performing Arts Center

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**Position** ..... Director of the Haugh Performing Arts Center  
**Department/Site** ..... Visual and Performing Arts  
**FLSA** ..... Exempt  
**Evaluated by** ..... Dean of Visual and Performing Arts  
**Salary Range** ..... M-33

### **General Description**

Under the direction of the Dean of Visual and Performing Arts, the Director of the Haugh Performing Arts Center (HPAC) functions as the artistic director and manager overseeing the operation of the District's Haugh Performing Arts Center. Management of this program includes, but is not limited to, participating in the development and implementation of Visual and Performing Arts production schedules, Haugh presenting series and community rentals, managing the Center's budgets, maintaining industry contacts, and scheduling staff hours. Vital to this position is marketing and fundraising through corporate support and advertising.

This is a 12-month classified management position.

### **Essential Duties and Responsibilities**

- Manages the operation of the Haugh Performing Arts Center including the box office, the scenic studio shop and all ancillary support areas.
- Develops and curates an artistic season of performances through professional contacts including fellow colleagues in the industry, managers, booking agencies, and artists.
- Negotiates and administers complex artist contracts and riders for all performances including touring acts, musical productions, dance concerts, and community programming.
- Promotes community support for performing arts activities through personal contacts, promotions and public relations; develops and actively seeks external funding sources for specific needs including, but not limited to, production sponsorship, equipment, facility maintenance and renovation.
- Administers, in coordination with the Dean of Visual and Performing Arts and Performing Arts Center staff, all activities that impact the use and rental of the Performing Arts Center facilities.
- Maintains a supervisory presence for all HPAC presenting events, which includes evening, weekend, and holiday hours.
- Maintains a leadership role in the center's short- and long-term planning.
- Manages the marketing and sales plan/strategy including pricing and promotions of all scheduled performances in conjunction with the Operations and Promotions Supervisor.
- Manages the hiring and evaluating of the center's office and production staff, and all professional expert, substitute, short-term, and student employees.
- Manages and oversees all production requirements, physical requirements, and budgetary parameters.
- Organizes and schedules all HPAC activities including maintaining all master calendars, and approving rental fees and agreements.
- Manages processes involving front of house and back of house hiring, scheduling, and production timelines and fiscal accountability of these operations.
- Manages and oversees detailed budgets including production costs, equipment purchases, supplies, rental equipment, labor costs, and client billings.



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- Coordinates activities and information between house, producer, and technical crews and outside personnel to assure clear communication and a cohesive production process.
- Participates in the academic goals of the Visual and Performing Arts instructional team, and assists with academic marketing campaigns.
- Communicates District policy and administrative decisions to division personnel and students.
- Administers the collective bargaining agreements among the District and the faculty and classified union.
- Creates an atmosphere of collegiality and support the goals of participatory governance.
- Serves in the selection and evaluation of division personnel.
- Resolves conflict.
- Insures compliance with local, state and federal regulations.
- Prepares and monitor budget for all assigned programs.
- Supervises and evaluates personnel in assigned areas.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

### **Minimum Qualifications**

- Possession of a bachelor's degree.
- A minimum of six years professional experience in the performing arts industry.
- Evidence of ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Evidence of ability to work effectively as a member of the administration team.
- Evidence of experience and training in the utilization of technology in administrative practice.
- Evidence of experience supervising a complex administrative department responsible for implementation of state and federal regulations.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.