



## POSITION DESCRIPTION

### Visual and Performing Arts Programs Supervisor

---

**Position** ..... Visual and Performing Arts Programs Supervisor  
**Department/Site** ..... Visual and Performing Arts  
**FLSA** ..... Exempt  
**Evaluated by** ..... Dean of Visual and Performing Arts  
**Salary Range** ..... 05

#### **Summary**

Under the general direction of the Dean of Visual and Performing Arts, the Visual 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. The Visual and Performing Arts Programs Supervisor is responsible for maximized facilities usage. Represents the District and coordinates public relations activities for the department.

#### **Essential Duties and Responsibilities**

- Coordinates all phases of the visual and performing arts program.
- Originates and coordinates all off-campus student performances.
- Originates and coordinates the department's off-campus engagements.
- Negotiates performance fees.
- Functions as budget advisor on all department projects and productions.
- Functions as booking agent for the department.
- Assists with the scheduling of classes, updating of catalogue, as well as other visual and performing arts related materials.
- Assists with instructor assignments, ensuring compliance with policies regarding faculty load.
- As needed, calculates faculty loads across an assortment of assignments and disciplines.
- Selects, trains, and supervises staff and student workers.
- Participates in the hiring of classified staff.
- Evaluates staff and student workers.
- Monitors and provides budget analysis information on all area, District, and production budgets.
- Supervises use of department facilities with regard to instructional program.
- Establishes and maintains departmental/performance master calendar.
- Represents the District and coordinates public relations activities for the various Visual and Performing Arts Department divisions comprising of, but not limited to, dance, theatre, vocal music, instrumental music, recording arts, and video technology.
- Assists in student recruitment efforts within the department, with public relations staff, and with performing arts staff.
- In cooperation with the Foundation office, supervises and coordinates the Golden Circle Program, including all activities designed to further its expansion and maintenance.
- Maintains positive working relationships with other departments on campus.
- Communicates District policy and administrative decisions to assigned personnel and students.
- Administers the collective bargaining agreements among the District and the classified union.
- Creates an atmosphere of collegiality and supports the goals of participatory governance.



## **POSITION DESCRIPTION**

### **Visual and Performing Arts Programs Supervisor**

---

- Supervises and evaluates assigned personnel.
- Resolves conflict.
- Insures compliance with local, state, and federal regulations.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

#### **Knowledge, Skills and Abilities**

- Knowledge of the academic and performance related aspects of all visual 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.
- Knowledge of commonly accepted professional business practices of the entertainment industry.
- Management skills in budget formation and administration.
- Ability to perform all of the relevant duties of the position with only general direction.
- Ability to work effectively in a shared governance environment.
- Ability to provide customer support from a management level.
- Ability to provide customer service protocol with a customer service-oriented priority.
- Ability to effectively use a personal computer and a variety of job-related software applications.
- Ability to conduct long-range planning.
- Ability to communicate effectively, in English, with a diverse population both orally and in writing.
- 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.

#### **Education and Experience**

- Possession of an associate degree (or the completion of sixty (60) semester college units) in business administration, or a related field, and five years of production or budget experience.