

JOB TITLE: Music Executive

FLSA: Exempt

DEPARTMENT: Arts & Sciences, Fine & Performing Arts

LEVEL: Faculty

REPORTS TO: Dean of Arts and Sciences and/or Vice President of Academic Affairs **DATE EFFECTIVE:** 07-01-19

POSITION SUMMARY: This is an assignment made to a faculty member teaching in the Music Department. The position has responsibilities for the day-to-day oversight of the music programs for purposes of accreditation through the National Association of Schools of Music (NASM). The faculty member's teaching assignment may be contractually reduced by annual agreement to reflect performance of oversight duties. The faculty member with this assignment also works under the faculty job description.

ESSENTIAL TASKS: Employee must be able to perform the following functions:

- Coordinate the overall activities of the Music Department
- Exercise leadership in the area of program oversight and curriculum maintenance. Have a broad understanding of the intricacies of the programs and its relationship to the local sending schools and transfer schools. Maintain efficient programs of study and transfer agreements, while working with primary Academic Advisors.
- Have a broad understanding of the NASM accreditation standards and process. Lead efforts to assure program accuracy and alignment with NASM accreditation standards; work to develop and implement curriculum updates; maintain articulation agreements.
- Communicate and work collaboratively with the Music faculty.
- Develop articulation agreements and course equivalencies with sending and transfer schools.
- Oversee scheduling of course offerings not only to program students but coursework to support other programs and disciplines.
- Assist in conducting periodic program review and maintaining appropriate assessment records.
- Review assessment activities periodically.
- Oversee accreditation activities and prepare documentation for the external accreditation process of NASM.
- Mentor new faculty and provide feedback for the program evaluation process.
- Assist with the hire, orientation, mentoring, oversight, and evaluation of adjunct faculty.
- Assist with the coordination of a schedule of course offerings and faculty assignments to meet the needs of the students and ensure degree completion.
- Provide academic advisement to Music transfer students in the role of Faculty Mentor.
- Oversee and participate in local events related to student recruitment and any other activities related to community outreach.
- Oversee student workers, staff accompanists, music tutors, piano technicians, etc.
- Oversee record keeping of department's activities, assessment reports, students' jury sheets, and assessments.
- Manage Music program scholarship distribution and awards.
- Prepare appropriate reports and other documentation related to the discipline and accreditation body such as department handbook, HEADS report, annual report, and affirmation statements.
- Participate in planning activities with the associated stakeholders.
- Participate in instructional institutional planning and budget processes; attend departmental meetings and divisional meetings as scheduled.
- Nurture an environment that contributes to the unit's pursuit of artistic, intellectual, and educational purposes.

POSITIONS SUPERVISED: None

SIGNATURE: I have read and reviewed the above job description. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualification required for the job.

Employee Signature

Date

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