

JOB TITLE: Theatre Director

DEPARTMENT: Arts & Sciences, Fine & Performing Arts

REPORTS TO: Dean of Arts and Sciences and/or Vice President of Academic Affairs

FLSA: Exempt

LEVEL: Faculty

DATE EFFECTIVE: 07-01-19

POSITION SUMMARY: This is an assignment made to a faculty member teaching in the Theatre Department. This position has responsibilities for the day-to-day oversight of the Theatre programs for purposes of achieving the standards expected through the National Association of Theatre (NAST). 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 Theatre Department, including season offerings, production meetings, production deadlines, and scholarship activity.
- Exercise leadership in the area of the Theater.
- Communicate and work collaboratively with the theatre faculty, staff, students, and community patrons.
- Develop performance course offerings to provide students with additional practical experience.
- Coordinate with visiting professional artists to offer masterclasses and workshops to students to increase student learning.
- Pursue additional mentorship opportunities for students to increase student learning in areas where college instruction may not be possible.
- 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 Advisor.
- Assist in conducting periodic program review and maintaining appropriate assessment records.
- Review assessment activities periodically.
- Mentor new faculty and provide feedback to the program evaluation process.
- Assist with hiring, orienting, mentoring, oversight, and evaluations of adjunct faculty.
- Assist with 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 Theater 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.
- Participate in planning activities with the appropriate stakeholders.
- Participate in instructional institutional planning and budget processes; attend departmental meetings as scheduled, which may include coordination with Patrons of the Arts.
- Nurture an environment that contributes to the unit's pursuit of artistic, intellectual, and educational purposes.

POSITIONS SUPERVISED: Student Workers

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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