



<b>Position:</b> Director of Academic Affairs, Western Stage Managing Artistic Director	<b>Position Number:</b>
<b>Department/Site:</b> Academic Affairs	<b>FLSA: Exempt</b> – Administrative (Educational Administrator)
<b>Reports to:</b> Dean of Academic Affairs or assigned administrator	<b>Salary Range:</b> IX

**DEFINITION**

Under general direction, plans, organizes, oversees, coordinates, reviews, and performs difficult and complex professional work related to the operations and activities of The Western Stage; provides program planning, development, and review, and budget development and maintenance, staffing, and promotion; develops, implements, and evaluates all programs, services, and activities for The Western Stage; has artistic control of the Theatre’s production choices, directorial and design choices, and overall artistic vision; provides highly complex and responsible support to the Dean of Academic Affairs in areas of expertise; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Dean of Academic Affairs, exercises direct and general supervision over professional, technical, and administrative support staff and Theatre Arts adjunct faculty recruited for Western Stage production courses.

**CLASS CHARACTERISTICS**

This is a management classification that oversees, directs, and participates in the daily functions, operations, projects, and activities of The Western Stage, including short-and long-term planning and development and administration of program policies, procedures, and services. This classification provides assistance to the Dean of Academic Affairs in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires and extensive professional background as well as skill in coordinating program work with that of other District divisions and outside agencies. Responsibilities include performing diverse, specialized, and complex Theatre work involving significant accountability and decision-making responsibility.

**EXAMPLES OF TYPICAL FUNCITONS (Illustrative Only)**

*The District reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Administrators can be assigned to work at any district location or learning site and in some cases can be assigned to multiple locations and learning sites.*

- Assumes management responsibility for the functions, services, and activities of The Western Stage.

- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for Theatre education and outreach; recommends within program policy, appropriate service levels and resources; recommends and administers policies and procedures.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned program, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Dean of Academic Affairs.
- Selects, trains, motivates, and directs program personnel; evaluates and reviews work for acceptability and conformance with program standards, including project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures.
- Manages and participates in the development, administration, and oversight of The Western Stage's annual budget; monitors program expenditures to ensure compliance with established laws and regulation; ensures that all necessary rights for productions are secured.
- Establishes and maintains relationship and partnerships with District officials, community leaders, grassroots theatre organizations, and public agencies to encourage participations, stimulate interest, and coordinate campus projects with The Western Stage's programs and activities; participates in developing strategic plans for theatre education and outreach by coordinating with other divisions to implement related services.
- Maintains program compliance with federal, state, and local regulations and laws and grant requirements; provides accurate reporting of program data to regulatory agencies.
- Provides artistic leadership for Vision, Mission and Values that directs program activities; and for the selection and scheduling of subscription season productions and education and outreach activities.
- Recruit, hire and supervise professional staff and guest artists, adjunct faculty, students and community members for Western Stage productions and outreach programs.
- Provides general supervision for all aspects of theatre operations and production to maintain high level of excellence in participant experience and audience services.
- Oversee compliance expectations for AE (Artists Equity Association) as required for professional guest
- Attends and participates in professional group meetings, participatory governance councils, and various committees and advisory groups; stays abreast of the new trends and innovations in the field of learning resources, programs, and other services as they relate to the area of assignment.
- Monitors changes in laws, regulations, and technology that may affect District or program operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Dean of Academic Affairs.
- Advocates for the program with stakeholders, donors, grantors, and foundations.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
- Principles and practices of enrollment management.
- Principles and practices of fiscal management, strategic, and facilities planning.
- Pertinent federal and state laws and regulatory provisions.
- College accreditation procedures, practices, and standards.
- The development, implementation, and assessment of student learning and/or services area outcomes.
- Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes.
- Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles, practices, and strategies of theatre production and programming.
- Theatre Arts curriculum and standards for competent instruction.
- Theatre literature spanning periods and style, including text analysis and research.
- Stage direction of all styles of theatre production.
- Method and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer services by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, socio-economic, and ethnic groups.

### **Ability to:**

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Effectively lead employees and teams with a collaborative style and in a collegial and participatory governance environment.
- Deliver formal and influential presentations.
- Be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written.
- Develop, implement, and evaluate programs and services.
- Utilize data and assessment outcomes to make improvements for programs and services.
- Inspire and motivate others toward goal achievement.

- Counsel, direct, and facilitate professional development of employees.
- Develop and monitor budgets and effectively utilize resources.
- Effectively manage priorities in large, complex, and diverse operational units.
- Use independent judgement in the interpretation and application of rules, regulations, policies, and procedures.
- Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Recruit, select, supervise, and evaluate employees.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Effectively manage theatre or performing arts programs and productions.
- Effectively organize and coordinate the rehearsal process, set objectives, and schedule and evaluate progress.
- Read sheet music.
- Effectively represent the District and the theatre education and outreach program in meetings with various educational, business, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Understand scope of authority in making independent decisions.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

- Master's or Master of Fine Arts in drama/theater arts/performance **OR**  
Bachelor's or Bachelor of Fine Arts in drama/theater arts/performance **AND**  
Master's in Visual Studies, Media Studies, English, or Communication Studies **OR**  
the equivalent
- Two (2) years of formal training, internship, or leadership experience in theatre company management, directing, and/or theatre production and programming.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting, a theatre environment, and a classroom environment, and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in

person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standards office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **ENVIORNMENTAL ELEMENTS**

Employees work in an office environment, theatre environment, and a classroom environment with moderate noise levels, and occasionally loud noises, controlled temperature conditions, some exposure to dust or allergens in the course of designing/constructing a theatre set and no direct exposure to hazardous physical substances. Employees may interact with upset staff, students, and/or the public in interpreting and enforcing program policies and procedures.