



<b>Position:</b> Director of Academic Affairs, Western Stage Education and Artistic Programs	<b>Position Number:</b>
<b>Department/Site:</b> Academic Affairs	<b>FLSA:</b> Exempt - Administrative (Educational Administrator)
<b>Reports to:</b> Director of Academic Affairs, Western Stage Artistic Director or assigned administrator	<b>Salary Range:</b> XIII

**DEFINITION**

Under general direction, plans, organizes, oversees, coordinates, reviews, and performs difficult and complex professional work related to the operations and activities of all non-subscription Theatre Arts education and outreach programs; supervises program planning, development, and review, and budget development and maintenance, staffing, and promotion; develops, implements, and evaluates all programs, services, and activities for Education and Community Outreach Programs for Theatre Arts and The Western Stage; 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 Director of Academic Affairs, Western Stage Artistic Director. Exercises direct and general supervision over professional, technical, and administrative support staff in partnership with the The Western Stage Artistic Director.

**CLASS CHARACTERISTICS**

This is a management classification that oversees, directs, and participates in the daily functions, operations, projects, and activities of theatre education and outreach, 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, and to the Director of Academic Affairs, Western Stage Artistic Director. Successful performance of the work requires an 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 work involving significant accountability and decision-making responsibility. This classification is distinguished from the Western Stage Artistic Director in that the latter has artistic control of the Theatre’s production choices, directorial and design choices, and overall artistic vision.

**EXAMPLES OF TYPICAL FUNCTIONS (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 educational and outreach 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 and Western Stage Artistic Director.
- Selects, trains, motivates, and directs program personnel in partnership with the Western Stage Artistic Director.; 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; responds to staff questions and concerns.

- Manages and participates in the development, administration, and oversight of the annual budget for Theatre education and outreach programs; monitors program expenditures to ensure compliance with established laws and regulations, as well as funding requirements.
- Establishes and maintains relationships and partnerships with District officials, community leaders, grassroots theatre organizations, and public agencies to encourage participation, 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.
- Directs, produces, and designs annual pre-season community outreach program, SpringFEST, which comprises several activities and performances for all ages; coordinates summer theatre camp for youth in Salinas Valley.
- Assists in developing grant proposals, including writing the grant narrative; establishes and maintains contacts with funding agency personnel and potential grant partners, prepares periodic and progress reports to funding sources and District administrators.
- Proofs and edits promotional and outreach documents for The Western Stage, such as season brochures, press releases, web pages, and email blasts.
- Communicates with administrators, personnel, and outside agencies to exchange information, coordinate activities and programs, and resolve issues or concerns; ensures proper and timely resolution of student and staff issues and conflicts related to the student academic support and related programs and services.
- Attends and participates in professional group meetings and various committees and advisory groups, such as the Foundation's Arts Advisory Council; stays abreast of new trends and innovations in the field of learning resources, programs, and other services as they relate to the area of assignment.
- Advises, provides guidance, and prepares and delivers presentations on issues pertaining to academic support services.
- Maintains and directs the maintenance of working and official program files.
- 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.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- 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 service 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.
- Methods 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.
- Modern office practices, methods, and computer equipment and applications.
- 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 service 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 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 judgment 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 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.
- Understand scope of authority in making independent decisions.

**Education and Experience:**

- A master's degree from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education; and

- Two (2) years of formal training, internship, or leadership experience in theatre workshops, directing, and/or theatre production and programming.
- Teaching experience preferred.

### **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 standard 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.

### **ENVIRONMENTAL 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.