



JOB TITLE: DIRECTOR EL CAMINO COLLEGE CENTER FOR THE ARTS

Classification: Administrator
Salary Range: 8

Retirement Type: PERS*
Revised/Board Approved: November 17, 2014

BASIC FUNCTION:

Under the direction of the Dean of Fine Arts, provide overall creative direction, leadership, organization and supervision of the Center; assure the program, operations and services of the Center meets the college curricular goals while meeting diverse community needs; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Plan, organize and direct a variety of programs, projects and activities related to the El Camino College Center for the Arts.

Direct strategic planning and creative program development; plan performing arts seasons and the Discovery Travel Film Series; determine calendar for the year; assure performing arts season meets education requirements for Fine Arts and other college divisions.

Participate in the planning and coordination of Special Events of the College as needed.

Communicate with artist representatives, faculty, audiences and other arts presenters; select and schedule artists and attractions; negotiate fees and contractual matters; oversee the preparation of artist contracts and related documents.

Work cooperatively with Public Relations and Marketing Department for the promotion of Center for the Arts events and student performances.

Develop educational activities to increase understanding and awareness of the arts while developing current and future audiences both on campus and in the community; coordinate educational activities with campus faculty, community organizations and educational institutions.

Make appearances on campus and in the community; provide leadership for Center staff to encourage better customer service for artists, audiences and facility users.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.

Develop and prepare the annual budgets assuring fiscal accountability; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; supervise financial reporting; oversee the preparation and delivery of artist payments; oversee the completion of purchase orders and staff payroll by Center departments.

Supervise scheduling of Center facilities and the scheduling of event personnel in ticket office, front-of-house, production, maintenance and security; oversee event coordination of performances and other activities; oversee scheduling and coordination for Civic Center rental uses; consult with artists, artist representatives, touring crew and rental clients on event presentation and preparation.

Oversee the production, and ticketing operations for the successful presentation of Center and student productions; oversee and coordinate the cleaning and maintenance of Center facilities; oversee the use of proper safety and health regulations.

Oversee artist relations including transportation, accommodations, catering and other needs of visiting artists and crew.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Direct development and fund-raising activities; complete local, State, regional and national grant applications to support the presentation of artist performances and additional educational activities; create fund-raising plans and opportunities to offset costs of special projects related to Center programs; provide college resource development office with knowledge and expertise on various fund-raising plans and programs related to the performing arts.

Operate a computer and other office equipment as assigned.

Attend concerts; attend and conduct a variety of meetings as assigned; serve on a variety of Boards and committees; chair meetings as assigned; represent the College in planning and coordinating various College and community co-sponsored events.

JOB QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: bachelor's degree in theatre management, arts administration or related field and five years leadership and managerial experience in performing arts presentations, season planning, performing arts funding, marketing or related experience.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Planning, organizing and directing a performing arts venue.

Technical theatre, theatre management and production operations.

Season programming concepts, planning and artistic selection.

Various artistic disciplines including multicultural performing arts.

Funding development concepts and fund-raising techniques and methods.

Public relations and campus/community outreach.

Applicable laws, codes, regulations, policies and procedures.

Marketing concepts, market analysis and audience development.

Budget preparation and control.

Artists and artist's management, booking procedures and contract negotiations.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Plan, organize and administer the performing arts operation and provide creative leadership for the development and implementation of season programming.

Balance season income with program planning and budgeted expenditures.

Supervise and evaluate the performance of assigned staff.

Negotiate contracts with artists or artist's management.
Develop and maintain effective public relations with campus and community, promoters, artists and staff.
Develop and implement effective marketing concepts.
Coordinate fund development and fund-raiser activities.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.

Licenses or Other Requirements:

Valid California driver's license.

WORKING CONDITIONS:

Multi-cultural diverse environment.
May require off-site travel.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.