



<b>Position Title:</b>	Director, Prometeo Theatre Program	
<b>Reports To:</b>	Executive Director, FCLA	
<b>Department:</b>	Florida Center for the Literary Arts	<b>Job Code:</b> 0124
<b>Prepared By/Date:</b>	Jennifer C. Brito/5-10-2005	<b>Job Group:</b> PEC
<b>Approved By/Date:</b>	Alina Interian/5-10-2005	<b>Salary Grade:</b> 16
<b>Revised:</b>	Jennifer C. Brito/5-12-2009	<b>FLSA Status:</b> Exempt

**Summary:**

The Program Director is responsible for the artistic vision and direction of the Prometeo Theatre Program, a bilingual community theatre operating at the Wolfson Campus of Miami Dade College and serving over 900 students each year. Areas of responsibility include Theatrical, Academic, and Operational.

**Essential Duties and Responsibilities:**

- Provides the vision and artistic direction for all Prometeo events and performances
- Selects plays, directors and actors as appropriate
- Implements a curriculum that complements the performances and vision of Prometeo
- Develops, organizes, schedules and markets courses and performances
- Hires and supervises adjunct instructors
- Advises students on course selection
- Manages, supervises, and coordinates all technical aspects and production elements for Prometeo events
- Maintains productivity standards and sound fiscal management
- Supervises ticket sales staff and procedures
- Selects, trains, and supervises student assistants
- Manages contracted services
- Researches and writes grants as appropriate
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Knowledge of current trends in Hispanic theatre
- Knowledge of lighting, sound equipment, stage sets, and theatre-related technologies
- Knowledge of Microsoft office software and specific computer programs related to area of responsibility.
- Excellent organizational and communication skills (both verbal and written).
- Ability to effectively present information to groups of managers, clients, customers, and the general public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to define problems, collect data, establish facts, and draw valid conclusions for reporting purposes.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff.

**Work Environment:**

The work environment characteristics described here are representative of those an employee

encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in Theatre and seven (7) years of experience in theatrical production/stage management

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name