



Position Title: Executive Director, MDC Live Performance Arts Series
Reports To: Vice President, External Affairs
Department: Cultural Affairs
Prepared By/Date: Donna French/08-08-2011
Approved By/Date: Lula Rodriguez/08-09-2011
Revised:

Job Code: 0904
Job Group: PEC
Salary Grade: 19
FLSA Status: Exempt

Summary:

This position is responsible for the MDC Live Performance Arts Series and the Center for Cultural Collaboration International to present and produce contemporary culturally specific works.

Essential Duties and Responsibilities:

- Oversees departmental operations and hires, evaluates, and supervises a core staff of six employees
- Oversee planning, marketing, presenting programs and supervising reports production
- Cultivates and monitors all financial resources in a departmental budget of \$800,000 per year, with a \$1.2 million endowment
- Oversees the planning, writing, and submission of grants to local, regional, state, national and international private and public agencies and foundations and takes a leadership role in fundraising in cultivating outside funding support
- Oversees the College's Academic Programs in support of visiting artists, lectures, critics and other arts professionals
- Initiates and manages community partnerships on behalf of Cultural Affairs and maintains national and international communications and contacts with artists, program partners and funders
- Engages with the Marketing department in the development of marketing and publicity strategy to determine target audience and appropriate budget for each program
- Plans and implements a residency and performance series that provides cultural and educational opportunities for students, faculty, staff, and the community at large
- Meets with national private vendors
- Represents the College in National and International Forums in development of cultural policies and the arts marketplace; meets with National private funders throughout the United States to report on achievements of cultural affairs department and the Colleges
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge and skill in communicating effectively utilizing public relations principles and practices
- Excellent organizational and communication skills (both oral and written)
- Skill in budget preparation
- Skill in examining and re-engineering operations and procedure, formulating policy, and developing and implementing new strategies and procedures
- Skill in performance management and employee development
- Ability to develop and effectively present information and respond to questions from groups of managers, clients, customers, community organizations, press, and the general public
- Ability to read, analyze, and interpret common scientific and technical journals, financial

- reports, and legal documents
- 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 moderate.

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 reach with hands and arms. The employee is regularly required to walk; stand; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 20 pounds. 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.

- Master's degree in arts-related field and six (6) years of senior-level performing arts administration experience; or Bachelor's degree in arts-related field and ten (10) years of experience

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name