



Position Title: Associate Instructor for Arts and Philosophy
Reports To: Department Chair, Arts & Philosophy Department
Department: Arts & Philosophy Department
Prepared By/Date: Martha Arrieta/03/18/2011
Approved By/Date: Matilde Roig-Watnik/03/30/2011
Revised:

Job Code: 3802
Job Group: PENC
Salary Grade: 12
FLSA Status: Exempt

Summary:

This position provides academic assistance to the faculty and students and supports the multidisciplinary department that includes Philosophy, Humanities, Art, Theater, Music, and Dance.

Essential Duties and Responsibilities:

- Coordinates performance schedules with the Campus Event Scheduler for the Falcon Jazz Band, Pen Players, Readers' Theater, North Campus Chamber Singers, and North Star Singers for campus, college or other venues as requested by faculty
- Coordinates equipment transfers for internal campus events and other possible external performances
- Oversees inventory of music and prop equipment
- Assists in maintaining repair for musical instruments including scheduling regular piano tunings
- Supervises college work study music and arts students
- Provides advisement for all music and arts and theater students
- Coordinates private music lessons for music majors, full-time faculty, and adjunct faculty.
- Handles record keeping of paid lessons, keeps track of lessons and points for these lessons according to college-wide formula, coordinates private lessons and scheduling of rooms
- Coordinates Scholarships/Service Grants for Music and arts students
- Coordinates with the Theater Technical Specialist and Theater Technical Assistant on scheduling internal and external events for programs
- Coordinates, negotiates and executes contracts and royalties for all main stage, studio theatre, and other performances by the Pen Players, Readers' Theater, North Campus Chamber Singers, North Singers, and the North campus Falcon Jazz Band
- Allocates budget for each production, assists department chair in overall planning of productions within the department's academic and extracurricular plans
- Assists department chair in coordinating press releases and publicity for all performances
- Prepares ticket sales report for department chair for all performances pertaining to the department
- Assists in overseeing budget for music, dance and art areas of the department
- Works collaboratively with directors, designers and costumers, including adjuncts and those on contract for services for each production to ensure a successful event
- Oversees residency programs through Cultural Affairs department; helps department chair coordinate activities with community arts partners
- Reconciles purchasing card transactions and coordinates payout of petty cash transactions
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Demonstrate knowledge of Microsoft Office (Word, Excel, Power Point, Publisher)
- Excellent telephone and customer service skills
- Ability to work in a multidisciplinary and team-oriented environment

- Excellent organizational and creative skills
- Ability to communicate positively and display College Programs
- Ability to exercise initiative and sound judgment
- Ability to work flexible schedules to support the needs of the department and Campus

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 stand 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 walk and sit.

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 education and three (3) years of work experience in an academic setting

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name