TITLE: Director of Community and Cultural Affairs

DEPARTMENT: Community and Cultural Affairs/Human Resources

FUNCTION: Explores and promotes new areas for cultural programming, community outreach and audience development initiatives. Develops and directs all aspects of planning and executing the Performing Arts productions. Manages the Ciccone theatre and oversees its public use.

REPORTS TO: Managing Director, Events Planning

SUPERVISES: Senior Technical Coordinator, Senior Theatre Technicians, Executive Secretary

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Manages the Ciccone theatre, its outside use and state-of-the-art technical equipment.
2. Plans a professional Performing Arts season that enhances the College’s mission including scheduling, budgeting, booking, contract management and all aspects of production. Explores new areas for cultural programming, community outreach and audience development initiatives; and plans special College and community events.
3. Directs the preparation, execution, contract rider compliance, staff scheduling and coverage, box office operations, and facilities support for all performance events; ensures artist and audience satisfaction.
4. Promotes cultural programming through the development of detailed seasonal event calendars/brochures; works with the Manager of Social Media and Web Services and Box Office Coordinator to create and update the Community and Cultural Affairs website pages.
5. Provides direction to administrators and faculty to plan for theatre use, coordinates calendars, prepares all aspects of event execution, and identifies required technical support.
6. Collaborates with the Grants Administration Department, Foundation, and other College offices to identify potential funding sources, both internal and external, to support cultural programming and increase cultural resources.
7. Partners with Academic Affairs and Dual Enrollment to develop K – 12 educational experiences in theatre and student productions.
8. Performs additional tasks or duties as assigned by the Managing Director of Events Planning, Executive Director of Human Resources, or other designated management.

MINIMUM QUALIFICATIONS:
**Knowledge, Skills and Abilities:** Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:
- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

**Education:** Bachelor’s Degree required; Master’s Degree preferred. Discipline focus should be Art, Music, Theatre or related administrative area

**Experience:** Minimum of 5 years of relevant administrative, program development, and theatre production experience is required

Submitted by: ___________________________ Date: ___________
Name/Title

Approved by: ___________________________ Date: ___________
Name/Title

Reviewed by: ___________________________ Date: ___________
Human Resources

Board Approval: ___________________________ Date: ___________
Board Member

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE