



## Job Classification Description

### **DIRECTOR OF CULTURAL PROGRAMMING VSC – UP PAT Bargaining Unit**

**GRADE 12  
EXEMPT**

#### **BASIC FUNCTION:**

To program and to present the performing arts events for *Soundings* and *Arts Reach*, and to perform a wide variety of administrative tasks related to the academic and program activities, including outreach to the campus and the community beyond, grant writing, and supervision of both a Castleton employee and student workers.

#### **CHARACTERISTIC DUTIES & RESPONSIBILITIES:**

- In consultation with the Academic Dean, the Fine Arts Center Department Chairs, and the Cultural Affairs Committee, develop, plan, and schedule and overall arts presentation program.
- Develop, design, coordinate, execute and evaluate Castleton's outreach arts-in-education program *Arts Reach*.
- Develop, coordinate, and implement a marketing strategy for arts presentations. Design and prepare publicity and promotional material such as a general Fine Arts Center calendar, brochures announcing each semester's activities, and information for inclusion on the college web site.
- Research prospective artists. Recommend and contract artists for the Fine Arts Center programs.
- Supervise the Assistant Director of the Cultural Programming whose duties include: performing a variety of liaison functions with the public schools, coordinating reservations and assist the director for an overall development of *Arts Reach*.
- Supervise box office operations and box office staff. Verify ticket sales information, plan for special arrangements to assist people with disabilities in accordance of the ADA.
- Recruit, train, and supervise student employees for the performance of clerical duties related to the building's departments.
- Supervise, train and evaluate both Independent Studies students and Internship students. (Re: Arts Management, Education, etc.)

- Coordinate and supervise all necessary facility arrangements for FAC activities and presentations. Monitor physical condition of the fine Arts Center (the physical plant).
- Perform a variety of liaison functions with outside arts organizations, the media, and so forth, in coordinating arts activities in the Fine Arts Center.
- Serve as a liaison and a negotiator with outside arts organizations, such as the Paramount Theater, the Crossroads Arts Council, Lakes Region Youth Orchestra, etc.
- Develop and supervise the maintenance of various logs, filing, and recordkeeping Systems related to assigned functions.
- Maintain flexible hours to oversee activities scheduled during evenings and weekends.

#### **MINIMUM QUALIFICATIONS & REQUIRED SKILLS:**

Education and work experience: Associate's degree in business or other appropriate discipline in performing arts and/or visual arts.

- Work experience in the arts presenting either as a manager (agent) or presenter. 3 years.
- Knowledge and personal experience as a student, educator or performer in music, dance and theatre.
- Work experience in the private sector and/or in a non-profit organization(s) 3 years.
- Grant writing: 2 years, Event organizing: minimum of 1 year
- Strong interest and commitment in developing arts in education
- Upbeat, positive personality
- Ability to handle multiple projects and shifting priorities
- Excellent skills on: organization, time-management and communication with various types of people.
- Diligence about details, yet flexible and is able to modify.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**