

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION 2011**

DIRECTOR OF THE WILSON CENTER FOR THE ARTS

FLSA STATUS: EXEMPT – PAY GRADE: 19 – P

GENERAL STATEMENT OF JOB

The Director of the Wilson Center for the Arts provides leadership in developing, planning, and implementing the production of educational arts programs that support the College, campus, and departmental goals. The individual in this position organizes, directs, and controls the operations and implementation of all collegial and community events and other facility usage of the venues inside the Wilson Center for the Arts.

CHARACTERISTIC OF DUTIES AND RESPONSIBILITIES

Develop and implement activities related to the production and promotion of student performing arts programs and other arts educational programs supported by the College at the Wilson Center for the Arts, South Campus.

Develop and implement income-generating activities related to the promotion of non-college use of the facilities of the Wilson Center for the Arts.

Promote community relations to generate audience development opportunities through various means, including, but not limited to publications, arts advocacy networks and organizations, and public speaking engagements.

Provide leadership, direction, coordination, and analytical interpretation in support of policy formulation for short-term and long-term planning to align the Wilson Center with the College and campus goals.

Work closely with the Executive Director of Cultural Events to develop and define the Artist Series' outreach educational activities efforts to maximize an artistic and fiscally responsible programming mix at the Wilson Center.

Collaborate with the Dean of Liberal Arts, Fine Arts, the Executive Director of Cultural Events and/or the performing arts faculty on an ongoing basis to achieve and maximize desired production goals, financial objectives, value to the community, the Wilson Center and the College.

Develop reports regarding the status of the Wilson Center programs, including, but not limited to student participation, costs, performance feedback, audience, and facility usage.

Manage the acquisition of temporary help, including assignments and negotiations of stage labor and support staff.

Supervise the management of the daily facility operations, including, but not limited to event planning, facility usage calendars, performance calendars, program publications and box office receipts of the Wilson Center for the Arts.

Develop with the Campus President a departmental operations budget and manage expenditures within the budget.

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Develop, manage and report personnel data for the technical and house staff labor and facility usage of the Wilson Center.

Develop and promote activities and interactions with collegial peers, individual artists and local, regional and national arts organizations.

Administer the interpretation and application of College, campus and departmental policies and procedures.

Research and develop potential sources for current and future program funding.

Supervise, instruct and advise personnel on policies and procedures, work activities, and conduct periodic staff performance reviews and evaluations.

Perform other duties as assigned.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator. Performance evaluations will include input from the executive director of cultural programs.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff which may include box office, front of house, temporary, and technical staff assigned to the Wilson Center.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited institution supplemented by a minimum of five (5) years of related management experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate with a broad array of individuals from various professional backgrounds. Requires the ability to speak with and before others with poise, voice control and confidence.

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Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently using counseling and marketing terminology and effectively with subordinates, co-workers, the public, supervisors, etc.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; and to utilize descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in operating modern office equipment and machinery.

Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress, imposed by frequent deadlines, peak workload, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

Effective: 7-11