

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2014**

**EXECUTIVE DIRECTOR ARTIST SERIES**

**FLSA STATUS: EXEMPT - PAY GRADE: 27 - A**

**GENERAL STATEMENT OF JOB**

The Executive Director of the Artist Series oversees and manages the professional performing arts series of the college.

**CHARACTERSTIC DUTIES AND RESPONSIBILITIES**

Provide fiscal and organizational executive leadership, including guidance to all departments within the Artist Series to maximize staff effectiveness and productivity.

Supervise and evaluate the staff of the Artist Series comprised of 11 fulltime employees and 8 part time employees. Part time employees are scheduled seasonally.

Advocates for and enhances visibility of Artist Series branding efforts within the community

Devises and executes effective audience growth and community relations initiatives.

Oversee effective single ticket and subscription campaigns with the goal of increasing audience participation and patron satisfaction.

Creates and implements a strategic plan that supports the Artist Series artistic and financial objectives, including major gifts, grants, corporate sponsorships and annual campaigns.

Oversees the effective use of technological resources needed to achieve the organization's goals and objectives.

Oversees negotiations with booking agencies and/or artists. Approves all performance offers to perform, reviews and approves performance contracts, technical addendums and terms.

Negotiates and approves off campus facility lease/rental agreements for Artist Series performances and for other college events as may be assigned.

Negotiates and develops national, regional and local partnerships for the presentation of Artist Series programs.

Signatory for all contracts pertaining to the Artist Series on behalf of the Florida State College at Jacksonville Foundation, Inc.

Recommends for appointment/employment and conducts performance appraisals.

Provides leadership for staff development

Reviews and approves all box office reports for each event/performance.

Approve all expenditures for Artist Series related and/or assigned programs.

Develops planning for the Artist Series with the goal to be a self-sustaining organization to include sponsorships, advertising, grants and ticket sales.

Develops a transitional sustainment policy to provide continuing operations with any departure of an incumbent.

Manage an annual operational budget of \$5 – \$7 million depending on programs offered.

Develop and oversee a summer camp program including the annual Camp Broadway and the Summer Musical Theater Experience.

Serves as the point person within the college for music copyright responsibilities and liaison with the music copyright organizations.

Oversees all ticket sales for all college student performing arts organizations including ticket accounting and recording.

Oversees ticket accounting for all ticketing for discount recreational activities, movie passes, Jacksonville Transportation Authority Bus passes and other ticket sales as may be required.

Serve as the point person and lead college representative in negotiations with the local IATSE stagehand union for Wilson Center performances.

Serve as the resource person for the college' performing arts organizations and Wilson Center programs. Provides recommendations and support as may be required and approved.

Upon request of the purchasing department reviews and recommends entertainment and speaker performance agreements and facility lease agreements as requested.

### **SUPERVISION EXERCISED**

Supervision is exercised over assigned staff.

### **MINIMUM QUALIFICATIONS**

A bachelor's degree from an accredited institution supplemented by 3 years of related experience.

### **PREFERRED QUALIFICATIONS**

A Master's degree and further educational experience from an accredited institution supplemented by five (5) years of experience in performing arts management or related business responsibilities, of which (2) of the five (5) years must have been at the administrative level.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

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

**Language Ability:** Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

**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 accurately in operating modern office equipment and machinery.

**Manual Dexterity:** 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 receiving instructions.

Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, 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).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).