

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2025**

EXECUTIVE DIRECTOR ARTIST SERIES

FLSA STATUS: EXEMPT - PAY GRADE: 27 - A

JOB FAMILY: THEATRE ARTS & STAGE PRODUCTION

JOB FUNCTION: INSTITUTIONAL ADVANCEMENT

GENERAL STATEMENT OF JOB

The Executive Director of the Artist Series oversees and manages the professional performing arts series of the college. Provides fiscal and organizational executive leadership, including guidance to all departments within the Artist Series to maximize staff effectiveness and productivity in support of the Artist Series.

CHARACTERSTIC DUTIES AND RESPONSIBILITIES

Oversees and directs negotiations with booking agencies, artists, and business partners. Approves all performance offers and contract terms for engagements. Reviews and signs performance contracts and technical addendums.

Manages and oversees development of an annual operational revenue and expenditure budget ranging from \$9 – \$16 million depending on season program schedule.

Oversees and directs single ticket and subscription campaigns with the goal of increasing audience participation and patron satisfaction.

Oversees, directs, and supervises assigned staff; provides mentorship and leadership; conducts performance evaluations; ensures that employees follow policies and procedures; approves leave requests and timesheets; and makes hiring, termination, and disciplinary recommendations. Ensures that staff are trained, provides coaching, and facilitates professional development opportunities.

Provides the Vision for the current and future development of the Artist Series program and artistic and financial objectives, including major gifts, grants, corporate sponsorships, and annual campaigns. Creates and implements a strategic business plan that supports the Artist Series through ticket sales campaigns, service charges, order and exchange ticket fees, contributions, grants, corporate sponsorships, Marquee (playbill) advertising, parking revenue, and other miscellaneous revenue sources.

Devises and executes effective audience growth and community relations initiatives. Advocates for and enhances visibility of Artist Series branding efforts within the community.

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Directs negotiations with venue managers for facility lease/rental agreements for all Artist Series performances and for other requested off campus college events. Approves, reviews, and/or signs venue lease agreements, event settlements, and final invoices.

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

Directs, oversees, and provides Artist Series educational programs and development efforts in both the college and local communities. Provides and approves resources for summer camp program including the annual Next Stop Broadway and the Summer Musical Theater Experience summer camps, Post Performance Cast Talk Backs for local student groups, Meet Up groups for newcomers to the city with an interest in theater, and other grants focused on in Title III designated schools.

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

Performs duties supporting the encouragement of potential donors to contribute financial resources to support the Artist Series and for students in need.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the Vice President Institutional Advancement and Executive Director Foundation.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Bachelor's degree from a regionally accredited institution five (5) years of related experience.

PREFERRED QUALIFICATIONS

Master's degree from a regionally accredited institution and ten (10) years of experience in performing arts management or related business responsibilities, of which two (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.

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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).

Effective: 7/23/19

Revised: 10/1/25