



## JOB INFORMATION

<i>Job Code:</i>	169020
<i>Job Title:</i>	Arts Production Director
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	Arts Laboratory
<i>Job Family Group:</i>	Research and Clinical Support
<i>Management Level:</i>	5 Manager

## JOB SUMMARY

Responsible for strategic planning and long-term vision of department/division. Supervises staff, operation and maintenance of studios/facilities for department/division. Manages multiple budgets; leads the strategic planning and purchasing of media technology hardware and software for multiple departments/divisions. Establishes and maintains strategic partnerships. Interfaces regularly with senior faculty and staff, industry professionals, donors, manufacturers and vendors; negotiates donation agreements with manufacturers and vendors. Works to create the best possible learning and production environment for students.

## JOB QUALIFICATIONS:

### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Master's degree	

### Additional Education

**Check here if experience may substitute for some of the above education.**

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		7 years	
	X	10 years	

### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Strong leadership and strategic planning abilities.
X		Excellent written and oral communication skills.
X		Solid knowledge of the production process of the specific division/department art.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Knowledgeable of the latest technologies and current workflows. Facility with technology.
X		Passion for media and technology.
X		Strong executive skillset, project management, and time management skills.
X		Supervisory experience with conflict management and negotiation skills and experience.
X		Ability to reconcile different needs and approaches between players from various industries while maintaining an environment of respect.
X		Proven ability to problem-solve, compromise, be flexible, adapt quickly to change, and be a team-player.
X		Budgeting and planning experience.
	X	Experience in arts production.
	X	In-depth understanding of the industry landscape.
	X	Experience and facility working with creatives and talent.
	X	Strong interpersonal skills.
	X	Excellent at multi-tasking.
	X	Exceptionally tech savvy; self-teaching.
	X	Stakeholder-driven; able to provide solutions and partner effectively.

## Other Job Factors

### JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Oversees, guides, and provides leadership for department/division. Supervises staff. Hires and trains staff; evaluates performance and provides guidance and feedback. Works with faculty to resolve issues/conflicts with faculty/students.				
Interfaces with department and divisions regularly about improvements in technology and workflows. Works directly with leadership on strategic planning of necessary purchases (e.g., hardware, software) and informs them of final division purchase decisions. Makes purchases. Strategically plans and manages multiple accounts. Oversees budgets and collaborates to meet fiscal year goals.				
Advises leadership on strategic planning/purchasing of technology (e.g., department/division roadmap, important donations). Works with leadership on special projects and donations (e.g., from manufacturers, alumni).				
Maintains professional currency (e.g., stays current with the latest technology, does research, attends trade shows, meets with vendors/manufacturers, communicates at a high-level with external colleagues).				
Approves division/department operating policies and procedures. Ensures and works in compliance with all applicable operational policies and procedures (e.g., health, safety, security).				
Acts as point of contact for department/division advancement/development team. Participates on customer advisory boards. Establishes and maintains strategic partnerships. Negotiates with vendors on purchases; advises/guides staff on their negotiations.				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue

<b>Other Requirements</b>			
<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			Yes

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.