



USC University of
Southern California

Performing Arts Director Job Description

JOB INFORMATION

Job Code:	137634
Job Title:	Performing Arts Director
FLSA Status:	Exempt
Supervisory:	
Job Family:	Student Programs
Job Family Group:	Student Support Services
Management Level:	4 Administrator

JOB SUMMARY

Directs and manages operations for a performing arts program (i.e., acting, theater, music, dance, art, instrumental, vocal performance). Liaises with university and community stakeholders (e.g., student affairs leadership, student leadership, department leadership) to identify and execute collaborative initiatives for the program (e.g., event performances). Provides subject matter expertise to university stakeholders as required (e.g., curriculum and professional development guidance).

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Master's degree	
	X	Doctorate	

Additional Education

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

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		5 years	leading and/or managing a collegiate performing arts program
X		5 years	recruiting and developing collegiate-level students
	X	7 years	in the area of performing arts specialization

Additional Work Experience

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

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Proven experience with program fundraising in a higher education environment.
X		Strong written and verbal communication skills.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Excellent organizational skills and the ability to solve problems.
X		Demonstrable knowledge of and experience with performing arts-related fundraising and revenue generation.

Other Job Factors

- May require work and travel, on weekends, evenings, and/or holidays, based on business necessity.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Directs a performing arts program and manages program operations for students, faculty, and staff. Hires and supervises staff, develops and disciplines staff as required. Determines program objectives, and manages program development, scheduling, instruction, performances, budgeting, fundraising/revenue generation, recruiting, travel, facilities, and equipment inventory.				
Liaises with university and community stakeholders (e.g., student affairs leadership, student leadership, and department leadership) to identify and execute collaborative initiatives for the program (e.g., event performances).				
Liaises with internal and external stakeholders to identify and initiate philanthropic activities for the program. Identifies and initiates collaborative marketing and promotional activities across the university and within the performing arts community.				
Provides subject matter expertise to university stakeholders as required or as it relates to the performing arts (e.g., curriculum and professional development guidance). Maintains office and campus hours, and represents the assigned performing arts program at meetings and events as required.				

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 following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		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 of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
	Campus Security Authority (CSA)		Essential:
	By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/		

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.