



Arts Production Assistant Director Job Description

JOB INFORMATION

Job Code:	169021
Job Title:	Arts Production Assistant Director
FLSA Status:	Exempt
Supervisory:	Manages through subordinate supervisors.
Job Family:	Arts Laboratory
Job Family Group:	Research and Clinical Support
Management Level:	5 Manager

JOB SUMMARY

Assists with strategic planning and long-term vision of department/division. Assists with budget management and administration. May interface regularly with senior faculty and staff, industry professionals, donors, manufacturers and vendors; May act as liaison between managers and director.

JOB QUALIFICATIONS:

Education

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

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		7 years	
	X	10 years	

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		Demonstrated strong organizational abilities.
X		Excellent oral and written communication skills.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Assists in determining strategic planning and long-term vision of department/division. May act as point of contact for department/division advancement/development team. Helps maintain strategic partnerships. Negotiates with vendors on purchases; advises/guides staff on their negotiations.				
Assists in providing leadership for department/division. Manages operations and staff. Recruits, hires and trains staff. Schedules and assigns work. Evaluates employee performance and provides guidance and feedback. May work with faculty to resolve issues/conflicts with faculty/students.				
Communicates regularly with department and divisions. Acts as liaison between faculty, employees and students. Maintains professional currency. Engages in professional networking and associations. Recommendations to senior management technology changes based on developments in field and business needs.				
Oversees laboratory budgets; may manage some budgets. May review financial reports and update supervisor accordingly. Oversees use of facilities, equipment and space.				
Advises on and may guide the development of operating policies and procedures. Ensures compliance with security and safety standards. Establishes technical processes and standards for the unit.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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/
<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: 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.