NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Director of Whatley Center for Performing Arts

Department: Advancement
FLSA Status: Exempt
Grade/Level: Admin/Prof Classification II-D

Job Status: Full Time
Reports To: Vice President of Advancement
Amount of Travel Required: As needed

Work Schedule:
  Monday - Thursday 8AM - 6PM
  Friday 8AM - 12PM
  Or as assigned by the supervisor

Amount of Travel Required: As needed
Positions Supervised: None
Contract Length: 12 months

PURPOSE

The director of the Jim and Elizabeth Whatley Center for the Performing Arts reports to the Vice President for Advancement and serves as the programming and management professional in charge of ensuring efficient and effective scheduling, maintenance, and promotion of the campus arts facility.

The director works extensively and cooperatively with the college theatre, music, art, and other faculty and staff members, as well as with area arts councils, the Texas Commission on the Arts, and various community groups, to bring outstanding visual and performing arts event to campus.

Major Responsibilities:

- Serving as liaison between the college and the public, including area art councils, community groups, and the Texas Commission on the Arts;
- Keeping a master schedule of all events for both on and off-campus groups who use the center and keeping written records of facility use/reservation forms;
- Actively recruiting and scheduling diverse events and presentations for the Whatley which will appeal to a broad spectrum of audiences, including a performing arts series and a family series;
- Setting up and supervising a box office and handling ticket sales/receipts for all paid events in the Whatley;
- Assisting theatre, art, and music instructors, as well as physical plant personnel or event presenters, with physical set up for events;
- Assisting with the set up and organization of graduation ceremonies;
- Working in cooperation with the public information officer of the college to promote and advertise activities scheduled in the Whatley Center;
• Working in cooperation with the public information office to assist media representatives in providing coverage of the Whatley Center events;
• Organizing and coordinating, with college art, music, and theatre instructors, and the campus graphic arts department and public information office, a printed calendar of Whatley Center events, for distribution both on and off campus;
• Management of the Whatley Center budget;
• Working closely with the college development officer to identify and obtain funding including writing and preparing grants;
• Develop and maintain an up-to-date mailing list of area arts patrons, to be used as part of the plan to market campus arts events;
• Organize a volunteer patrons’ organization, such as a “Friends of the Whatley Center, to help support arts efforts on campus;
• Organize and work closely with a Whatley Center advisory committee;
• Negotiate contracts and technical riders with artist’s agents for all professional events, and identify and hire contract labor to meet the specific requirements of each event;
• Other duties as assigned.

POSITION CHARACTERISTICS:

• Exemplary customer service standards
• Ability to coordinate multiple projects simultaneously
• Requires the exercise of independent judgment and initiative
• Acceptance of responsibility
• Knowledge of the organization
• Strong organizational skills in order to prioritize duties
• Effective supervisory skills to facilitate functions of the Human Resources Office
• Attention to detail regarding employee wage, salaries and benefits.
• This position affects the integrity of financial and benefits information presented by the College and the reputation of the Human Resources function.

QUALIFICATIONS:

A bachelor’s degree in one of the fine arts, arts administration, or marketing, is preferred. Experience in the management of a college or community performing arts center is preferred, including the management of finances and the preparation of contracts for facility users. General knowledge of theatre operations is desirable.
SIGNATURES:

________________________________________________________  ______________________
Director of Whatley Center  Date

________________________________________________________  ______________________
Vice President for Advancement  Date

_______________________________________________________  ______________________
President  Date

Job description developed:  2009
Reviewed:  
Revised:  June 28, 2010, by Diana Hall
Prepared by: 