

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: DEAN – ARTS & EDUCATION

PAY GRADE: A-17

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Provide broad leadership and strategic management and oversight for Visual and Performing Arts, Teacher Education and Learning Lab School; which includes oversight and evaluation of faculty and curricular programs, including the Dual Enrollment program. Supervise the operation of the Visual and Performing Arts facilities, including the Webber Center Gallery and the Charles R. Dassance Fine Arts Center (with Box Office). Supervise the Performing Arts Series and Dinner Theater, which includes providing oversight of staff and programming. Serve as the lead administrator for all college-wide cultural initiatives.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Master's degree in a fine arts discipline or related field required. Doctorate degree preferred.
2. Years of Experience in field: A minimum of three years work experience in education, the performing arts, a museum or gallery setting, or a combination is required.
3. Special skills or abilities related to position: Demonstrated skills in teaching and working in one or more of the following: music, art, or drama. Strong written and verbal communication skills; human relations skills; ability to manage complex scheduling of facilities, facilities operation, staff and volunteers; ability to manage budgets; ability to coordinate special events, functions, exhibits; and ability to work with College and non-College clients. Demonstrated skills in program/curriculum development, problem solving, supervision and evaluation.

PREREQUISITES FOR POSITION (Qualification Standards Continued):

4. Flexible schedule includes some night and weekend coverage.

ESSENTIAL JOB FUNCTIONS:

1. Develop, maintain, and supervise the visual and performing arts (V&PA) and Teacher Education departments.
2. Evaluate effectiveness of course content, curriculum, and instruction.
3. Develop and plan the V&PA and Teacher Education department course schedule.
4. Participate in enrollment management activities and sharing of professional expertise with colleagues and students beyond the classroom.
5. Provide the leadership for student recruitment, marketing, and all general activities that build a fine arts program.
6. Facilitate and coordinate the hiring and evaluation of full-time and part-time faculty.
7. Meet regularly with faculty to assess status, needs, and evaluate and improve the V&PA and Teacher Education programs.
8. Supervise the Performing Arts Series and Dinner Theater programs.
9. Chair the college-wide Cultural and Arts committee.
10. Publish an annual Cultural and Performing Arts calendar.
11. Oversee programming for the Visual Artists' Society.
12. Manage facilities at the Webber Center Gallery and the Charles R. Dassance Fine Arts Center, including the Box Office.
13. Prepare contracts for performers and exhibits related to the Performing Arts Series and Dinner Theater, as well as the Webber Center and assist in contract administration.
14. Oversee exhibits and programs at the Webber Center Gallery and Charles R. Dassance Fine Arts Center.
15. Promote and facilitate the integration of the arts to support college-wide learning.
16. Supervise the staff in the V&PA and Teacher Education departments.
17. Promote customer service and track overall customer satisfaction and clients.
18. Coordinate with other campus offices division course offerings, V&PA performances, and other cultural events organized by the V&PA department.
19. Assure all health and safety codes are maintained.
20. Maintain active participation in professional organizations as appropriate.
21. Coordinate and administer the Community Arts Partner Program.
22. Coordinate with the Appleton Museum staff to create learning opportunities and internships.
23. Support the needs of CF faculty, students, staff, and community partners as they relate to the arts.
24. Provide leadership for collaboration between instructional units and campus organizations on projects that enhance the arts.

ESSENTIAL JOB FUNCTIONS (Continued):

25. Collaborate with various departments including the Appleton Museum on college-wide grants.
26. Serve as the college liaison for the arts at local, regional, and state meetings.
27. Represent the Liberal Arts and Sciences and Teacher Education division as needed.
28. Provide oversight for Dual Enrollment in all three of college's school districts, serving as the primary point of contact for Academic Affairs; and coordinating college departmental liaisons and working with public school officials.
29. Provide support for curriculum development and implementation, faculty observation and performance review input.
30. Serve as the primary liaison for the Remediation Task Force, working in collaboration with the Vice President for Academic Affairs and Student Affairs.
31. Serve as a liaison to Student Affairs for the Learning Management Team.
32. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time
- Ability to access, input, and retrieve information from a computer or other electronic device
- Routinely requires Moderate (up to 45 pounds) lifting and carrying
- Routinely requires Walking, Standing, Sitting, Kneeling, Stooping, Reaching up, Twisting and Bending.
- Distinguish between colors.
- Ability to climb ladders and move moderately heavy equipment. Must have no physical restrictions.

ENVIRONMENTAL CONDITIONS:

- Works in an office/conference center environment

(Reasonable accommodations will be made for otherwise qualified individuals with a disability)

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Vice President for Academic Affairs