

October 2018
FLSA: EXEMPT
SALARY: GRADE Z
CBA DESIGNATION: ACADEMIC MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DEAN OF INSTRUCTION (FINE AND PERFORMING ARTS)

BASIC FUNCTION: Under the supervision of the Vice President for Academic Affairs, the Dean of Instruction, Fine and Performing Arts, provides leadership and administrative direction to all educational programs in the Fine and Performing Arts Division.

SUPERVISORY RESPONSIBILITIES: Supervises, evaluates and directs the activities of assigned staff.

REPRESENTATIVE DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Provides administrative leadership and direction for the development and modification of educational programs in fine and performing arts; administratively leads annual and long-range strategic planning, new program and curricula development, enrollment management, and accreditation.
2. Assumes responsibility for enrollment management, including assignments of FTEs under fiscal and educational policies, and the development of class schedules, and oversees the dissemination of course and program information in college publications.
3. Determines and monitors the division's budgetary needs and expenditures in conjunction with chairs and faculty; advises the campus/college Vice President regarding budgets, planning, coordinating, and evaluating education programs.
4. Leads the search for alternate resources for the programs through grants, foundations and fund raising activities.
5. Prepares reports as needed related to curriculum, enrollment management, and instructional policies.
6. Strengthens existing partnerships and extends new partnerships with school districts, four-year institutions, and the art industry, along with regional and national professional arts organizations.
7. Manages Performance Riverside, the College's resident professional theatre company.
8. Meets with students and faculty to resolve and arbitrate conflicts and issues.
9. Assumes administrative lead for annual and long-range strategic planning, new program and curricula development, enrollment management and accreditation.
10. Contributes to facility operation, design, and renovation.
11. Oversees evaluations of faculty and evaluates assigned staff and managers; provides opportunities for staff and faculty development.
12. Represents the Fine and Performing Arts programs, the college, and the District at State and national levels.
13. Performs other related responsibilities as may be assigned.

EDUCATION: Master's degree from an accredited institution in art history, dance, music, theatre, visual art, or the equivalent is required. A terminal degree (MFA/Doctorate) is preferred.

EXPERIENCE: At least three years of senior leadership experience within postsecondary arts education or within a major arts or cultural institution, exhibiting a breadth of knowledge and experience with college governance and operations, is required. Four or more years of full-time teaching experience in higher education is also required. Experience working with more than one discipline in fine and performing arts is desired.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF:

1. District policies and procedures
2. Current management practices
3. Budget processes
4. Supervisory principles
5. Curriculum and contemporary practices in the fine and performing arts area.

ABILITY TO:

1. Communicate effectively, orally and in writing.
2. Manage staff and work collaboratively with other administrators and academic departments.
3. Understand the entertainment industry needs of the region.
4. Demonstrate passion for the role of the performing arts and fine arts in student and community development and within Southern California's entertainment-related industry.
5. Optimize use of the District's resources for instructional facilities and staff.
6. Maintain an understanding of current ideas, research and practices pertaining to the areas of responsibility, through continued study and participation in professional organizations.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a)

CONTACTS: Co-workers, President, Vice Presidents, Vice Chancellor for Academic Affairs, Instructional Deans, faculty, staff, and the general public.

PHYSICAL EFFORT: Requires the ability to exert some physical effort, such as walking, standing and light lifting; use of equipment.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.