JOB TITLE | Executive Director of the Instructional Performing Arts Center
REPORTS TO | Provost, Porter Campus at Wiregrass Ranch
HOURS | 40 hours a week
CLASSIFICATION / SALARY RANGE | MOAP V $74,289-110,090*
FLSA | Exempt

*Based on education level and years of experience

Pasco-Hernando State College is an equal opportunity and equal access higher education institute that promotes diversity and inclusion in the workplace.

JOB GOAL

Senior operating officer for the center and community liaison to external College stakeholders regarding academic programs at the center and center usage. Coordinates the academic programs at the center under the direction of the Porter Campus Provost to include center operations, adjunct faculty recommendations for employment, evaluations of adjunct faculty, class schedule development, and monitoring instructional effectiveness.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are not exhaustive but illustrate the general duties required of the position. Management may require personnel to perform duties other than those contained in this document:

1. Works collaboratively with education, government, civic and community stakeholders to create and support appreciation and performance events that promote and advance the value and strategic importance of academic programs offered at the center.

2. Serves as a liaison to K-12 education providers in the service district regarding center programs and facility usage and works to maximize a consistent level of joint use between the College and the secondary school sector.

3. Coordinates facility usage, venue scheduling, and space rental with the College and external stakeholders.

4. In coordination with the Porter Campus Provost, plans and promotes public relations in the assigned area in conjunction with the Marketing, Communications and Media Relations Department.

5. Develops the schedule of classes for the center in coordination with the Porter Campus Provost, Porter Campus Associate Dean of Academic Affairs & Retention Services, Academic Deans, Department Chairs, Program Directors, Institutional Effectiveness, Office of Student Affairs, Office of Academic Affairs, and local school districts.

6. Coordinates scheduling of instructors to teach course offerings on the center in collaboration with the Porter Campus Provost, Porter Campus Associate Dean of Academic Affairs & Retention Services, and appropriate Dean.

7. Coordinates assignment of classrooms, computer labs, offices, and studio spaces.
8. Recruits and interviews adjunct instructors, gathers appropriate documentation and credential information, submits qualifying forms to appropriate Dean, and makes hiring recommendations.

9. Coordinates orientation of adjunct faculty and adjunct in-service meetings.

10. Monitors student evaluations, classroom performance, attendance verification, grade entry, and appropriate instructional standards for full-time and adjunct instructors.

11. Assists in resolving faculty and student problems related to instruction and handles academic grievances in accordance with College policies and procedures.

12. Supervises and prepares the performance evaluations of adjunct instructors at the center.


15. In conjunction with the Porter Campus Provost, and, if applicable, the academic Dean, monitors the budget for adjunct faculty pay relevant to directed study, independent study and full pay for low enrollment sections.

16. Assists the Porter Campus Provost and/or academic Deans in the development of new programs and course offerings at the center.

17. Assists in the implementation of the College’s Equity Plan in accordance with its provisions.

18. Participates on committees as assigned.

19. Participates in College recruitment and retention efforts.

20. Participates in and represents the center at community events.

21. Performs other duties as assigned.

MINIMUM REQUIREMENTS
These requirements are a representation of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as an exhaustive list of specific duties and responsibilities. Management may direct employees to perform job-related tasks other than those specifically presented in this description.

EDUCATION REQUIREMENTS / QUALIFICATIONS

- Master’s Degree in fine arts/fine arts-related or education/education-related academic discipline from a regionally accredited institution
- Background in instruction with a minimum of three (3) years of full or part-time successful teaching experience
- Demonstrated leadership abilities and proven management skills to work successfully with faculty, students, K-12 education providers, community stakeholders, and other related personnel
- Proficient in use of academic technology
- Demonstrated experience in either performing arts management, operations, or event planning
SUPERVISORY RESPONSIBILITIES

- Serves as primary supervisor to the staff and adjunct faculty assigned to the center.

PHYSICAL REQUIREMENTS

The physical expectations of this job are listed below. Terms and descriptions are as defined by the US Department of Labor.

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<th>Sedentary Work</th>
<th>Light Work</th>
<th>Medium Work</th>
<th>Heavy Work</th>
<th>Very Heavy Work</th>
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<td></td>
<td>Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</td>
<td>Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.</td>
<td>Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.</td>
<td>Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.</td>
<td>Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.</td>
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Management may assign or reassign duties and responsibilities to this job at any time. Salary and benefits will be assigned as determined by PHSC’s Board approved compensation plan. Duty days and assigned hours shall be determined by PHSC. Please contact Human Resources for questions relating to salary determination or benefit eligibility, (727) 816-3406 or (727) - 816-3425.