Job Posting

Director of Performing Arts

Date Posted: 07/27/2021
Posting End Date: Until Filled

Cisco College is accepting resume packages to fill the position of Director of Performing Arts. Minimum requirements for the position are a Master’s degree in the area of Performing Arts, with training in two of the following areas: Theatre, Studio Art, Design & Production, Music, or Dance. Duties include: manage the Performing Arts program, activities, and facilities, teach performing arts courses. Please see below to view the specific responsibilities of the associated Job Description.

The position is based primarily at the main campus of Cisco College in Cisco. All applicants must submit a resume package (see below for components). Resume packages are received via email, fax, and mail, but email is preferred.

Please note: A complete resume package must include a cover letter, completed/signed Cisco College Application (available on the Employment Page of our website under “Forms”), CV or resume, Philosophy of Education, and unofficial copies of transcripts. Please ensure all required documents are included with your submission for this position. Incomplete packages will be returned unprocessed.

Please submit your resume package to:

Director of Human Resources
Laurie Kincannon
101 College Heights
Cisco, Texas 76437
Office: 254-442-5121
Fax: 254-442-5100
humanresources@cisco.edu

Cisco College is an Equal Opportunity Employer
**Cisco College**

Job Description

**Job Title:** Director of Performing Arts  
**Reports to:** Chair of Language & Communication and Provost  
**Last Updated:** 07/15/2021

**Job Summary**

The primary responsibilities of the Director of Performing Arts are to manage the Performing Arts Programs and facilities, teach courses in Performing Arts area of expertise, and to serve the college as Activity Director of the Performing Arts activity programs. General duties consist of maintaining and improving Performing Arts opportunities for students; examining, researching, and making recommendations concerning existing and potential Performing Arts programs; preparing and administrating the Performing Arts budgets; aiding in selection and evaluation of Performing Arts staff; overseeing recruitment of student performers; and representing Cisco College as its Performing Arts spokesperson.

A commitment to the comprehensive role of the community college as stated in the College Mission will be demonstrated through contributions to the College such as advising, committee work, and collaborating with faculty to encourage student success. Cooperation and working harmoniously with College and School district personnel and the public are imperative for the success of the Performing Arts Programs. The Director of Performing Arts is expected to accomplish assigned duties in an efficient, effective and competent manner, and to strive for improvement and excellence in all work performed. All Cisco College employees are expected to follow College policies, rules, regulations, and guidelines that relate to the specific position.

**Primary Duties**

1. Develop and supervise a representative Performing Arts Program designed to enhance the performance ability and academic success of student participants in support of their educational goals and the College Mission.
2. Ensure and stress compliance by all Performing Arts personnel with the general philosophy, policies, rules, and regulations and the Mission of Cisco College.
3. Participate in the recruitment and selection of Performing Arts personnel. Ensure all accrediting standards for credentials are met and all personnel paperwork is completed and submitted in a timely manner.
4. Communicate Performing Arts program needs to the administration.
5. Schedule Performing Arts classes.
6. Recruit students and issue Performing Arts scholarships as available.
7. Complete the Performing Arts evaluation process including establishing improvement activities that outline clearly stated objectives and outcomes.
8. Manage budgets within the Performing Arts Programs and authorize expenditures. Work with Performing Arts programs and Division Chairperson to develop budget proposals.
9. Communicate clearly and effectively using the college network system including email, word processing, and the Campus Connect/FAS Module.
10. Serve as Program Director for one of the Performing Arts Programs.
11. Teach coursework in area of expertise.
12. Oversee the Performing Arts Facilities to ensure safety and address rehearsal and performance needs of the performing arts programs.
13. Serve as a liaison between the College and the Community in the leadership of the performing arts programs. Present a program to various clubs and organizations to market the programs.
14. Build a sustainable Theater program through the development, implementation, and execution of a marketing and recruitment plan.

**Direct Supervision**
- Full Time and Part-Time Performing Arts Faculty and Staff

**Minimum Qualifications**

1. Master's Degree in Performing Arts area of expertise.
2. Excellent organizational skills.
3. Training in at least two of the following disciplines: Music, Theatre, Dance
4. Ability to communicate effectively, both orally and in writing.
5. Teaching experience in higher education.

**Preferred Qualifications**

1. Training in all three performing arts disciplines: Music, Theatre, Dance.
2. Experience in publicity and marketing Performing Arts Events.
3. College-level teaching experience.
4. Online teaching experience and/or experience teaching with Canvas.