

JOB INFORMATION

Effective Date	10/27/2021
Job Code:	2292
Job Title:	Dir, Theater Managing and Cultural Arts
Salary Grade/Structure:	060 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec/Admin/Mgmt
Job Function:	Development
Job Family:	Cultural Arts
Job Summary	The Director will refine and implement a combined artistic vision, mission, and growth plan for the UHCL Bayou Theater, Art Gallery, and other artistic community outreach spaces to fulfill its potential as Clear Lake’s premier Performing Arts Center, a dynamic arts destination and cultural resource serving the diverse communities of the Bay Area Houston region and beyond. The Director leads in the development and implementation of programming, marketing strategies, collaborations and facility upgrades to enhance student and community engagement, develop new and diverse audiences, increase utilization and generate revenue to operate, maintain, and improve the Bayou Theater, Art Gallery, and public art outreach spaces. By optimizing these strategic university assets, the Director will lead efforts to increase the art’s potential to give UHCL students and residents of the Bay Area Houston community a lifetime of enriching and diverse cultural experiences. The Director will oversee arts programming and operations, hire and supervise staff, and partner with the Office of University Advancement to secure private support and build and maintain community partnerships towards this vision and mission.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	in Arts Management or related field	Required	
Bachelor's Degree	in Arts Management or Performing Arts Management	Preferred	
Master's Degree	in Arts Management or Performing Arts Management	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Some	years of directly-related experience	Required	
Considerable	years of experience as theater managing director	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Create and implement a combined artistic vision for the theater and art gallery by creating innovative, collaborative programming to build audiences among students, and the diverse community of the university's service area. 	20%
<ul style="list-style-type: none"> Manage the daily activity of the Bayou Theater and UHCL Art Gallery including supervision of staff, training, and assignment of work to ensure optimal scheduling, ticketing, exhibitions, technical needs, and audience engagement. 	20%
<ul style="list-style-type: none"> Develop diverse funding sources including earned income from facility rentals and ticket sales, as well as contributed revenue from philanthropic support, sponsorships, and grants to sustain operations and grow the impact of the arts at UHCL. 	20%
<ul style="list-style-type: none"> Serve as fiscal administrator for the department, participating in budget planning and development; tracking expenditures and revenues; ensuring all reservation agreements, performer contracts, art loan agreements, permits and customer billings are completed in compliance with university policies. 	10%
<ul style="list-style-type: none"> Develop and implement marketing strategies and ensure all information for events are distributed as needed to properly support campus initiatives. 	10%
<ul style="list-style-type: none"> Review and recommend modifications and enhancements to services, policies, procedures, furniture, fixtures and equipment to benefit the university and enhance the experience for art patrons. 	10%
<ul style="list-style-type: none"> Build and maintain collaborative relationships with local arts organizations, arts patrons, community leaders and UHCL staff and faculty. 	10%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

Travel Requirements

Estimated Amount	Brief Description