

**MICHIGAN TECHNOLOGICAL UNIVERSITY
CLASSIFICATION DESCRIPTION**

Job Title: DIRECTOR, ROZSA CENTER FOR THE PERFORMING ARTS
Department: ROZSA CENTER
Salary Guideline: MINIMUM \$33,998 – MAXIMUM \$70,604
Exempt (Y/N): YES
Supervisor: DIRECTOR, MEMORIAL UNION AND ROZSA CENTER OPERATIONS

SUMMARY: Provide vision, innovation, leadership, fundraising and business management for the overall function of the Rozsa Center for the Performing Arts including a dynamic partnership with the Department of Visual and Performing Arts, creative program development, financial accountability and maintenance of the physical facility. Coordinate programming to achieve a meaningful, balanced, and effective total program of service to students, the University, and the greater community. Support the University's strategic goals by offering a vibrant, culturally diverse program, maintaining an exceptional facility, partnering to deliver a distinctive and rigorous discovery-based learning experience for our students, and by promoting sustainable economic development.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Overall responsibility for strategic planning, budget, booking, academic collaboration, rentals, marketing, outreach, building management, box office, technical operations and ongoing program and facility assessment.

Hire and directly supervise the work of the Rozsa professional staff.

Sustain the operation fiscally through excellent management and financial accountability. Develop, review, and approve budget plans, projections, and contracts.

Provide for and maintain the applied educational programs of the Visual and Performing Arts Department through routine and regular collaboration with the chair and other faculty.

Work to achieve consensus on scheduling, programming, and facility use issues and to support the University's educational and outreach missions. Cultivate and maintain existing relationships with foundations, corporations, and individuals, including Rozsa donors, endowment families, granting organizations, subscribers, Friends of the Rozsa, and volunteers. Identify and develop new funding sources. Write copy for grant applications.

Serve as advisor/liaison for the Student Entertainment Board, providing input on contractual, budgeting, scheduling, hospitality, and technical issues. Provide administrative oversight for SEB productions.

Maintain a flexible work schedule to provide day/night-of-show management and to ensure high visibility and availability to clients and employees.

SUPERVISORY RESPONSIBILITIES:

Administrative supervision may be exercised over student, temporary and full-time professional employees and support staff.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

REQUIRED:

Bachelor's degree in arts or business discipline, including Arts Administration or Arts Management, or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

Five years arts or business management experience.

Two years performance facility management experience.

Grant writing or fundraising experience.

DESIRABLE:

Advanced or terminal degree in Arts Administration, Arts Management, Business or a related discipline.

Programming experience for an events series including experience dealing with booking agents and contracts for artists and presenters.

Art gallery programming and management experience.

Strong background in fundraising.

Business management experience in an arts or non-profit setting.

Box Office and/or ticketing experience.

DIRECTOR, ROZSA CENTER FOR THE PERFORMING ARTS – ROZSA CENTER

OTHER SKILLS AND ABILITIES

REQUIRED:

Demonstrated excellent interpersonal, oral/written communication skills and public speaking skills.

Demonstrated leadership skills, including ethics, integrity, and the ability to cultivate the Center's vision.

Demonstrated ability to foster and enrich collaborative relationships throughout the campus and community.

Demonstrated excellent analytical and financial skills.

Demonstrated ability to communicate effectively across cultural boundaries and work harmoniously with diverse groups of students, faculty and staff.

Excellent customer service skills.

Possess a valid driver's license and meet Michigan Tech University's vehicle use requirements.

Demonstrated willingness and ability to earn CPR certification and attend training on use of AED device.

DESIRABLE:

Qualifications and ability to hold a faculty appointment and contribute to the academic programs in the Department of Visual and Performing Arts.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to use hands to finger, handle, or feel an object; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee is frequently required to sit; walk; and stand. The employee is regularly required to talk and hear.

Specific vision abilities required by this job include close, distance, peripheral, and color vision; depth perception; and, the ability to adjust and focus

The employee may occasionally be required to lift and/or move up to 50 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee works near moving mechanical parts and may occasionally be exposed to fumes or airborne particles.

The noise level in the work environment is usually moderate, but occasionally loud.

The qualifications and specifications mentioned above are intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are similar kind or level of difficulty. The position will be filled based on qualifications regardless of Race, Color, Disability, Religion, Sex, Sexual Orientation, Gender Identity, National Origin, Height, Weight, Age, Veteran, or Marital Status. 140