

Range H97

JTC NO. H56
FLSA EXEMPT N

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Part-Time - Fine and Performing Arts Specialist I

DATE PREPARED: Spring 2003

DATE REVISED: Fall 2012, Fall 2016; Spring 2017

GENERAL SUMMARY:

Provides the college with Fine and Performing Arts artistic and creative support including: directing, designing, lecture/demonstrations, workshops, choreographing, performing and conducting. This category would include the following personnel: visual artists, choreographers, performers, conductors, directors, designers, lecturers, accompanists, costume designers. Works under the supervision of the appropriate college personnel.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Provides creative and artistic plans, creative input and support for specific fine and performing arts related college activities.
- Develops and produces creative and teaching projects and activities according to department/program guidelines and needs including timelines and completeness of projects.
- Works independently and in coordination with college personnel on fine and performing arts related activities that result in final projects, productions, or teaching demonstrations.
- May coordinate fine and performing arts college related activities.
- May direct students and college staff in fine and performing arts related college activities.
- May require the ability to utilize fine and performing arts related equipment and/or computer technology.
- Performs other duties as assigned.

REPORTING RELATIONSHIP: Varies to meet organizational needs

PHYSICAL EFFORT REQUIRED: May require ability to work with moderately heavy equipment/material weighing up to 75 pounds

Part-Time - Fine and Performing Arts Specialist I
Page Two

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS: Minimum of two years of professional experience in the fine arts and/or performing arts, or related equivalent professional experience. Requires demonstrated organizational skills and oral and written communication skills to interact with individuals from diverse backgrounds. Must be able to provide quality customer service. Documentation of professional experience will be required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

lac: 02/01/03
rev: 09/05/2012 lmm
rev: 11/10/16/emm
revised: 1/2017 - emm
ADA/tmm 05.20.19