

Range H15

JTC NO. H58
FLSA EXEMPT N

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

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

DATE PREPARED: Spring 2003

DATE REVISED: Fall 2012; Summer 2014; 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:

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.

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

PHYSICAL EFFORT REQUIRED: - continued

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, push, lift, reach, carry, grasp, squat or stoop, bend and twist the body while performing essential duties, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 75 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

- Minimum of eleven 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.
- Strong knowledge and experience providing effective 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. ***

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Rev: 09/05/2012 lmm
Revised: 08/2014 – emm
Revised: 11/2016 –
emm Revised: 01/2017 -
emm
ADA/tmm 05.20.19