



College of Saint Mary seeks applicants with terminal or advanced degrees, teaching and production experience in Theatre or Choral Music to serve as Fine Arts Program Director and Faculty. This full time faculty position will include 0.5 FTE in oversight and management of Art, Music and Theatre faculty, courses, programs and productions at a small Catholic liberal arts college for women in Omaha, Nebraska. In addition, the successful applicant will also serve as 0.5 FTE Faculty in EITHER Theatre or Choral Music.

College of Saint Mary is minutes from a thriving downtown that boasts ample opportunities to experience art, theater, music, cultural events, beautiful gardens and a world-renowned zoo.

To apply, send a letter of application, official transcripts, curriculum vitae and three professional references to: Office of Academic Affairs, Fine Arts Search, College of Saint Mary, 7000 Mercy Road, Omaha, NE 68106 or email to rkniffen@CSM.edu. Review of applications will begin immediately and will continue until the position is filled. See job descriptions below.

College of Saint Mary is a Catholic university dedicated to the education of women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national origin, disability, veteran status, marital status, or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.

COLLEGE OF SAINT MARY

JOB DESCRIPTION

Position Title: Fine Arts Program Director (0.5 FTE)

DESCRIPTION OF WORK:

Supervision Received: Chair, Division of Arts and Science

Supervision Exercised: Music Faculty, Art Faculty, Theatre Faculty

Examples of Duties

- Coordinate all fine arts events on campus – coordinate programming and scheduling for concerts, productions and art gallery installations/shows, oversee budgets and publicity, meetings with gallery director and PR team
- Direct CSM Fine Arts program series events when applicable
- Attend fine arts series events on campus
- Make arrangements for educational workshops and guest lecturers
- Plan and organize student and faculty recitals and performances every semester
- In cooperation with CSM Marketing, develop publicity for all CSM fine arts events, including email and mailing lists, press releases, print materials (brochures and postcards), radio and TV interviews and produce printed programs, flyers, and tickets for fine arts program events
- Distribute complimentary tickets (to families of students, Sisters of Mercy, prospective students, etc.)
- Coordinate volunteers and work study students who usher and staff the ticket table for concerts; provide supplies, change, etc.
- Handle arrangements with college caterer for post-concert receptions
- Develop and chair the CSM Fine Arts Advisory Committees (student, faculty, and staff representatives) (when applicable)
- Oversee implementation of the Fine Arts Master Plan
- Develop the CSM Council for the Visual and Performing Arts (CVPA) and the larger Friends of the Arts organization
- Attend regular meetings with members of CVPA
- Develop partnerships with community arts organizations (examples: Opera Omaha, Omaha Symphony, Omaha Community Playhouse, Cathedral Arts Project, Omaha Music Teachers Association, Omaha Chapter, American Guild of Organists)
- Work with CSM Marketing on year-round fine arts publicity and advertising
- Work with Advancement to develop and meet with potential donors
- Work with Advancement on special projects and grant writing
- Work with Enrollment on recruitment of students interested in fine arts at CSM
- In cooperation with fine arts faculty, organize and properly maintain the music and theatre library
- Hire, supervise, and mentor 6-10 fine arts adjunct instructors every semester, including coordination of teaching schedules, studio space assignments, departmental recitals and performances, and end-of-semester performance juries
- Teach 6 credit hours per year in the fine arts program (or other program with permission from the Vice President for Administrative Affairs). This teaching load is in addition to that required for any

additional faculty appointments held (i.e. Theatre Faculty or Choir/Music faculty). The person in this position typically teaches a total of 18 credits per year.

- Hold 5 office hours per week during the fall and spring semesters. (This is in addition to office hours required by any other faculty appointment held, such as Theatre Faculty of Choir/Music Faculty). The person in this position typically holds 10 office hours per week.

Initiative, Judgment, and Job Complexity:

Direction – discretion is allowed within current job description and procedures.

Contacts:

Exercise of human relation skills is critical to the success of this position. Director is key to maintaining important College relations with the student body and the public.

Occupational Group: Faculty

FLSA: Exempt (Faculty Contract)

QUALIFICATIONS FOR APPOINTMENT

Education:

A terminal degree in Music, Theatre or a related field and relevant teaching and production management experience are preferred. An advanced degree in a relevant field is required.

Personal:

Commitment to education in the Fine Arts fields; effective interpersonal relationship skills, leadership, and managerial abilities

Professional:

Member in professional organization(s), active participation in professional and community activities, prior teaching experience

Position Qualifications:

The person who holds this position acts as an advocate for the program and its students in the CSM community and the larger Omaha and state communities.

Physical Requirements and Working Conditions:

Working Conditions: Inside work environment; no hazardous work.

Physical Requirements:

Light physical exertion--Normally seated, standing, or walking at will.

**COLLEGE OF SAINT MARY
JOB DESCRIPTION**

Position Title: Music Faculty – Choir Director

DESCRIPTION OF WORK:

Supervision Received: Fine Arts Program Director

Supervision Exercised: None

Examples of Duties

- Teach 6 credit hours/semester (12 per year) in the Choir or Music curriculum. Choir responsibilities may offset this teaching requirement as determined by the Vice President for Academic Affairs.
- Hold 5 regularly scheduled office hours each week. The schedule should be set each semester in consultation with the program director and posted for students and other CSM faculty and staff. (This is in addition to office hours required by any other faculty appointment held, i.e. Fine Arts Program Director)
- Direct choir rehearsals and concerts
- Lead extra choir rehearsals in preparation for concerts
- Lead additional rehearsals with soloists, instrumentalists, and accompanists
- Book musicians/orchestra (hiring, scheduling, financial paperwork)
- In cooperation with the Fine Arts Program Director, identify, interview and make recommendations for adjunct music faculty
- In cooperation with the Fine Arts Program Director, oversee music adjunct faculty
- In cooperation with the Fine Arts Program Director, assist in the management of the music library and utilization of studio and other educational spaces
- Organize the rental of instruments and scores as needed
- Assemble folders with orchestral parts as needed
- Write instrumental parts and vocal arrangements as needed
- Preview new music and select pieces best suited to the vocal abilities of students enrolled each semester
- In cooperation with CSM Marketing, prepare and produce printed concert programs
- Write program notes for concert programs
- Select concert attire and facilitate student ordering of attire
- In consultation with Fine Arts Program Director and with assistance from CSM Marketing, develop promotional materials
- In cooperation with the Fine Arts Program Director, lead the institutional assessment of the Choir/Music curriculum.
- Coordinate volunteers and work study students who usher and staff the ticket table for choir concerts; provide supplies, change, etc.
- Supervise set up and clean-up of performance space, installation and removal of rental instruments, work orders

Optional

- Organize and lead choir tours, including locating and visiting possible venues; meeting with representatives from host organizations; arranging transportation and housing; collecting release and medical forms; scheduling additional meetings with students in preparation for tours; coordinating fundraising projects.

Initiative, Judgment, and Job Complexity:

Direction – discretion is allowed within current job description and procedures.

Contacts:

Exercise of human relation skills is critical to the success of this position. Position is key to maintaining important College relations with the student body and the public.

Occupational Group: Faculty

FLSA: Exempt (Faculty Contract)

QUALIFICATIONS FOR APPOINTMENT

Education:

A terminal degree in choral music or a related field. At a minimum, an advanced degree in music is required.

Personal:

Commitment to education in the field of music, particularly choral music; effective interpersonal relationship skills; leadership and managerial abilities

Professional:

Member in professional organization(s), active participation in professional and community activities, prior relevant teaching experience

Position Qualifications:

The person who holds this position acts as an advocate for the program and its students in the CSM community and the larger Omaha and state communities.

Physical Requirements and Working Conditions:

Working Conditions: Inside work environment; no hazardous work.

Physical Requirements:

Light physical exertion--Normally seated, standing, or walking at will.

**COLLEGE OF SAINT MARY
JOB DESCRIPTION**

Position Title: Theatre Faculty (0.5 FTE)

DESCRIPTION OF WORK:

Supervision Received: Fine Arts Program Director

Supervision Exercised: None

Examples of Duties

- Contribute to course development in the Theatre curriculum.
- Teach 6 credit hours/semester in the Theatre curriculum (12 per year). Teaching load may be offset by performance responsibilities as determined by the Vice President for Academic Affairs.

- Handle administrative work for the Theatre curriculum and drama club (examples: scheduling, booking of rooms, maintenance requests, catering, release forms, guest lecturer requests, copyright permissions, and copying/printing).
- Promote Theatre curriculum and drama club courses and activities (examples: posting on MyCSM, creating and distributing flyers, creating monitor slides, working with marketing, utilizing social media and increasing campus and community awareness).
- Participate in campus involvement fairs.
- Hold 5 regularly scheduled office hours each week. The schedule should be set each semester in consultation with the program director and posted for students and other CSM faculty and staff. (This is in addition to office hours required by any other faculty appointment held, i.e. Fine Arts Program Director)
- Attend a monthly fine arts program faculty meeting and meet with the Fine Arts program director as needed.
- Manage the Theatre curriculum budget, including all purchases, financial paperwork (purchase orders, expenditure forms, etc.), and record keeping.
- In cooperation with the Fine Arts Program Director, identify, interview and make recommendations for adjunct theatre faculty
- In cooperation with the Fine Arts Program Director, oversee music theatre faculty
- In cooperation with the Fine Arts Program Director, assist in the management of the theatre library and utilization of studio and other educational spaces
- Design and complete assessment activities for the Theatre curriculum, and submit assessment report materials to the program director by stated deadlines. (For year 1: set goals and objectives, establish assessment tools and plans.)
- In cooperation with the Fine Arts Program Director, lead the institutional assessment of the Theatre curriculum.
- In consultation with Fine Arts Program Director and with assistance from CSM Marketing, develop production publicity.
- Attend Division of Arts and Science meetings and faculty assemblies as noted on on academic calendar.
- Attend the faculty in-service meetings in January and August of each year, prior to the start of classes.
- Perform duties of a CSM faculty member as identified in the CSM Faculty Handbook
- Maintain ongoing professional development and represent CSM in professional activities
- Perform responsibilities as assigned by the Chairperson of the Division and the Vice President for Academic Affairs.

Initiative, Judgment, and Job Complexity:

Direction – discretion is allowed within current job description and procedures.

Contacts:

Exercise of human relation skills is critical to the success of this position. Position is key to maintaining important College relations with the student body and the public.

Occupational Group: Faculty

FLSA: Exempt (Faculty Contract)

QUALIFICATIONS FOR APPOINTMENT

Education:

A terminal degree in Theatre or a related field are preferred. At a minimum, an advanced degree in theatre is required.

Personal:

Commitment to education in the field of Theatre; effective interpersonal relationship skills; leadership and managerial abilities

Professional:

Member in professional organization(s), active participation in professional and community activities, prior teaching experience

Position Qualifications:

The person who holds this position acts as an advocate for the program and its students in the CSM community and the larger Omaha and state communities.

Physical Requirements and Working Conditions:

Working Conditions: Inside work environment; no hazardous work.

Physical Requirements:

Light physical exertion--Normally seated, standing, or walking at will.