

JOB TITLE: Visiting Assistant Professor / Assistant Professor / Associate Professor in Acting -- Resident Director

REPORTS TO: Chair, Department of Performing Arts

BASIC FUNCTION: Serves as the theater's primary in-house curator and represents the University in the larger community. Mary Moody Northen Theatre (MMNT) serves as the professional producing arm of the St. Edward's University Department of Performing Arts theater training program and operates as a "learning laboratory" where students apply skills gained in the classroom to the practical work required in bringing a dramatic text from page to stage. The Resident Director is a faculty member and will report directly to the Chair of the Department of Performing Arts.

QUALIFICATIONS M.F.A. or equivalent terminal degree in Theater Arts or a related theatre discipline. Minimum 3 years teaching, mentoring and advising experience at the university or professional level (full or part-time). Professional directing and producing experience. Demonstrated results in advancing diversity and multiculturalism. A current, ongoing, and recognized theatrical or performance practice of at least 5 years. A commitment to continuing work in the profession. Membership in a professional theatrical union and is able to successfully pass a criminal background check.

PEFFERED QUALIFICATIONS

- Season planning experience.
- Secondary area of teaching experience in movement related pedagogies.
- Proven ability to communicate effectively in both written and verbal forms.
- Deep understanding of and appreciation for the theater production process.
- Recruiting experience.

GENERAL RESPONSIBILITIES:

- Teach six undergraduate courses per academic year (e.g. three in Fall; three in Spring) in the BFA and BA degree programs.
- Actively engage in advising, program expansion activities, departmental, school, university, community and professional service.
- Provide artistic and producing leadership for the Mary Moody Northen Theatre.
- Perform other required faculty responsibilities as outlined in the Faculty Manual (e.g., professional development, research, and creative work).

SCHEDULE: This is an exempt position and full-time, 9 month, to begin in the Fall 2020. Your expected work schedule is Monday through Friday. As an exempt employee your schedule may vary based on the number of hours needed to meet the job responsibilities. The individual holding this essential services position will need to be available early morning, evening and weekends to meet the needs of the University.

SUPERVISION RECEIVED: General administrative direction from the Chair, Department of Performing Arts

SUPERVISION EXERCISED: None

OCCUPATIONAL GROUP: Faculty (Non-Tenure Track)

PHYSICAL REQUIREMENTS: Physical strength/endurance to enable him/her to perform/participate in the following activities:

- Physically able to lift various materials up to 25 pounds on an occasional basis.
- While performing required job tasks, physically able to bend, crouch and reach continuously.
- While performing required job tasks, physically able to remain seated, frequently to continuously.
- While performing required job tasks, physically able to remain standing up to 15% of the time.

- Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.
- Ability to live in France and travel both by car and plane for University business.

EXPECTATIONS: The incumbent is expected to have or possess:

- Ability to handle highly confidential material, understanding that all University information should only be disclosed to others who have a need to know, for legitimate business or educational reasons. Have the ability to exercise and apply sound judgment and decision making skills as well as the ability to maintain integrity and confidentiality of data.
- Demonstrates a commitment to developing and maintaining academic programs of distinction serving a variety of students and holds an educational philosophy consistent with a liberal arts emphasis of the lifelong learner and St. Edward's Mission Statement. Plays an active role in the maintenance of academic standards and in the development of educational policy and of curriculum areas within the discipline including the initiation and development of subject material.
- Has a thorough knowledge of instructional educational methods and techniques. Coordinate, plan, organize, and instruct courses as assigned. Have the ability to teach the course material in ways that maximize student learning. Employ appropriate teaching and learning strategies to communicate subject matter to students. Utilize available instructional technology, i.e. the Internet and other interactive technology, when appropriate.
- Create a learning environment that is safe, respectful and interesting as well as fair for students from various cultural backgrounds, gender identities, races, ability levels, and developmental needs. Leads rigorous, inquiry-based learning tasks to engage students in deep content exploration as well as the habits of scholarship. Fosters creative thinking, reasoning and problem solving skills.
- Solid knowledge of Microsoft Office, on-line teaching modalities and have the self-motivation and the ability to stay current with emerging office technologies.
- Exemplary customer skills, including dealing effectively with the students, faculty, staff, and general public both in person and over the telephone. Strong interpersonal and professional leadership skills and the ability to work effectively in a collaborative environment. Ability to establish and maintain effective working relationships with associates, colleagues, students and members of the University staff. Ability to relate professionally and positively in a stressful environment.
- Possess the ability to communicate accurate information related to curriculum, academic and operational policies and procedures.
- Strong organizational skills and the ability to work well under pressure and to meet deadlines. Ability to successfully manage multiple projects and organize special events as assigned. Able to effectively coordinate activities and schedules; develop and recommend office procedures and systems; ensure smooth admissions operations.
- Confer regularly with immediate supervisor, other department/University personnel, and/or various firms/organizations/individuals external to the University to exchange information and resolve problems.
- Ability to balance priorities to accomplish assigned tasks within the required time frame and to be able to shift quickly between several tasks without loss of continuity.
- Engage in meaningful and intentional professional development appropriate for areas of responsibility.
- Carry out all responsibilities and objectives in a professional manner.
- Maintain professionalism when dealing with all staff and other customers while fostering positive working relationships.
- Accept and render constructive criticism in a professional manner.
- Ensures contract and budget management policies, procedures, and best practices are followed and adheres to all policies and procedures established by St. Edwards University.

I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine positions at any time.

Employee (Print Name): _____

Date: _____

Employee (Signature): _____

Date: _____