



**JOB TITLE:** Program Director  
**PROGRAM:** Theatre  
**SCHOOL:** Humanities & the Arts  
**SUPERVISOR:** Dean, School of Humanities & the Arts

**MAJOR PURPOSE:**

The Program Director for the Theatre program is a full-time, tenure track faculty position responsible for the overall management of the program and its faculty, staff and programs, as well as recruitment and oversight of quality preparation, instruction, and learning outcomes related to the Theatre curriculum and degree programs.

This is a fully on campus position

Position opening 2023-2024, pending available funding.

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**RESPONSIBILITIES:**

- Support and oversee the mission, goals, and objectives of the Theatre program
  - Articulate the nature and purpose of the arts from a biblical/mission perspective.
  - Integrate Theatre programs and curriculum with plans and goals of the School and WJU
  - Develop, teach, and design courses within the Theatre program for a variety of modalities, as needed.
  - Provide student curricular and career advising and oversee general advising within the program
  - Manage program budget and funding opportunities
  - Communicate quarterly and when needed with the Theatre Advisory Board
  - Interface with institutional and academic councils and committees for policy and programmatic priorities as requested
  - Collaborate with other faculty and staff both within and outside of the Theatre program for curricular development, programming, and outreach
  - Serve in a direct or advisory role for various internal and external committees and boards in support of the Theatre program and/or WJU
  - Remain current on latest developments of the discipline and oversee related research and other initiatives for the Theatre program
  - Represent the program to internal and external collegiate and professional communities
  - Develop and maintain relationships with professionals in the performing arts
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**QUALIFICATIONS**

**EDUCATION:**

- Terminal degree in theatre

**EXPERIENCE:**

- Ten or more years of professional experience in musical theatre, preferably in directing, choreographing, and acting for the theatre and/or in related fields within the degree concentrations.
- At least three years of college teaching experience, or comparable professional experience
- Willingness to build and teach fully online courses

**SKILLS/ABILITIES:**

- Highly collegial
  - Experience with outreach, media, and events preferred
  - Subscribe to the statement of faith and sign Community Covenant for William Jessup University
  - Teaching experience at the college level
  - Effective policy, management, and communication skills with demonstrated leadership capacity and achievements
  - Sound Christian testimony with an ability to integrate faith and learning
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**WORKING ENVIRONMENT:**

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Employee's performance shall be assessed, in part, by meaningful progress in their Biblical spiritual formation role. This includes leading class devotions, leading a SFG (Spiritual Formation Group), or performing other duties consistent with Biblical spiritual formation. The employee shall document their Biblical spiritual formation roles in partial fulfillment of the University Service requirements in their professional development and tenure evaluation processes.

**WORKING CONDITIONS:**

The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

**PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:**

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 30 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

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Employee Signature

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Date