



INTERIM DIRECTOR OF OXY ARTS

Academic Affairs/Dean of the College

POSITION SUMMARY

The Interim Director of Oxy Arts will maintain the Director's vision for Oxy Arts in Los Angeles, while the Director is on leave. This position will begin in February 2018 with an end date of July or August depending on the return date of the Director. The qualified candidate will execute scheduled arts programming, and collaborate with community partners to advance that programming. The Interim Director will work with College administration, arts departments, and marketing/communications staff, to promote arts activities on campus and facilitate inter-departmental communication. The Interim Director will be responsible for maintaining established relationships and partnerships with stakeholders in the Los Angeles arts community. The Interim Director should demonstrate experience with gallery administration and event management. The candidate will be responsible for overseeing grant-funded programs, in collaboration with the Grants Office and Institutional Advancement, to support the advancement of curricular innovation, public programming, and artists in residence to enhance the College's mission and to integrate the arts and urban experience.

The Interim Director of Oxy Arts reports to the Associate Dean of the College. The Interim Director's office is currently located on campus, however the Director may facilitate the office's relocation to the Oxy Arts Center on York Boulevard in Highland Park in the late spring. The Oxy Arts Center will include a professional gallery exhibition space, a multi-use performance space, and the Oxy Arts Director's office.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

- Oversee and facilitate arts activities, gallery programming, the Wanlass Artist in Residence visiting artist program, the Ettinger Projected Poetry and Art Project, and Oxy Arts Student Initiatives in collaboration with arts departments (Art & Art History, Media Arts and Culture, Music, Theater, Creative Writing) and other on campus partners. A list of specific projects will be provided to candidates upon final interview.
- Facilitate planning for the York Boulevard Arts space in collaboration with the office of the COO, arts faculty, and community partners.
- Maintain and oversee communications plans for Oxy Arts in collaboration with the Coordinator of Community Programs, and the College's communications and marketing staff.
- Oversee the Oxy Arts Weekly Newsletter and arts calendar, with the goal of raising the profile of Occidental in the arts community and the appeal of Occidental for students interested in the arts.

- Facilitate communication and interdepartmental collaboration between arts departments, community partners, and on campus partners.
- Manage operating budget and external grants for Oxy Arts.
- Supervise student workers and post-baccalaureate fellow.
- Maintain programming that brings leading artists of all disciplines to campus to lecture, engage, and interact with students, faculty and community members. Connect visiting artists with students and faculty, with the goals of initiating opportunities for collaboration and meaningful artistic and curricular engagement.
- Create and execute artist agreements for Oxy Arts-specific visiting artists, in collaboration with the College's General Counsel.

QUALIFICATIONS

- MA or MFA, or a BA with at least 2 years' experience in arts programming and management.
- Demonstrated experience with interdisciplinary arts programming, arts event management, and performance production.
- Experience in arts education administration.
- Experience collaborating with LA arts institutions a plus.
- Experience managing budgets (operating and grant funded).
- Strong organizational skills, supervision experience, and the ability to work with a diverse group of faculty, students and staff.
- Excellent oral and written communication skills.
- Willingness to work some evenings and weekends.
- Collaborative.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.