

Visiting Assistant Professor in Performing Arts FACULTY JOB DESCRIPTION

DEPARTMENT: PERFORMING ARTS
CLASSIFICATION: One year appointment, Temporary (10-MONTHS)
REPORTS TO: ACADEMIC DEAN
LAST UPDATED: June 2016

Summary of Responsibilities: The Visiting Assistant Professor in Performing Arts in collaboration with the Academic Dean will take the lead in development and instruction of Performing Arts courses as assigned. This new Performing Arts program will function in a highly collaborative environment and in partnership with existing programs, including Cinematic Arts, Studio Arts, Creative Writing, Museum Studies, Indigenous Liberal Studies, Essential Studies, General Education and Business and Entrepreneurship. Incumbent will lead the development of theater productions by IAIA students for IAIA and the broader community. The incumbent will perform the duties, responsibilities, and requirements of the position outlined in the Faculty Handbook and in the Essential Functions portion of this job description. The incumbent will support IAIA's mission, vision and core values.

- **Deadline: Open Until Filled**
- **Must submit: a) Current CV- Curriculum Vitae, b) Transcripts for highest earned degree and c) letters of recommendation from current/past academic supervisor.**

Essential Functions:

- Teach all levels of Performing Arts courses as assigned in one or more of the following areas: Acting, Directing, Voice, Applied Performance, Music Fundamentals, Dance Fundamentals, Devised Performance, Performance Art, and Playwriting.
- Teach three courses per semester and oversee independent studies, internships and senior projects.
- Demonstrated understanding and experience in integrating traditional and contemporary Native American performing arts disciplines.
- Demonstrated ability and willingness to support program goals and objectives.
- Maintain on-going professional practices and demonstrate a recognized standing in the Performing Arts profession.
- Good knowledge of and healthy working relationships with leaders of and emerging artists in the contemporary Native American performing arts field.
- Participate in educational and professional activities within the Institute.
- Provide students with proficient advising in the Performing Arts degree program and career opportunities.
- Keep the appropriate number of office hours per week.
- Participate as required/assigned in all assessment and/or accreditation activities.
- Participate in all required activities during in-service periods.
- Maintain adequate facilities for the Program and the delivery of required courses.
- Collaborate with related departments.
- Complete other duties as assigned.

Required Education:

Must have an MFA or equivalent terminal graduate degree in one of the following fields: Theater, Music, Dance, Performance, or an interdisciplinary/multidisciplinary degree with an emphasis on Theater, Music, Dance and Performance. Must also have recent and relevant teaching experience at the college level. Incumbent must demonstrate a high level of professional achievement. Must have a demonstrated track record in Performing Arts. Must have a satisfactory background check. Experience with American Indian and Alaska Native students, artists and cultures and Native American traditional and contemporary performing arts highly desirable.

Required Competencies (Skills/Knowledge and Abilities)

- Must possess comprehensive knowledge of performance production.

- Excellent and proven communication and problem solving skills as it relates to essential functions.
- Effective personnel management skills.
- Knowledge of best practices for performing arts education.
- Proven ability to communicate clearly and effectively with all levels and with all peoples and groups.
- Proven ability to interact and work successfully with faculty, students and staff as related to job responsibilities.
- Demonstrated ability and willingness to adapt teaching style towards learning outcomes.
- Demonstrated ability and willingness to support Program goals and objectives and take a leadership role in further developing strategic goals for a major in Performing Arts.
- Demonstrated ability to guide and facilitate students through a process of knowledge and skill building.
- Demonstrated sensitivity towards Native American students and an ability to motivate and teach students from diverse ethnic backgrounds.
- Demonstrated commitment to assuming faculty responsibilities beyond the classroom in a shared governance environment.
- The faculty member must adhere to appropriate professional standards of conduct and ethics, including:
 - confidentiality
 - integrity, and honesty
 - compliance with directives
 - cooperate and work respectfully with others
 - participate in meetings as required
- Ability to adapt quickly and effectively to changes in the work environment.
- Ability and skill to demonstrate a pleasant, courteous, and professional demeanor and presence at all times.
- Ability to be a self-starter and highly self-motivated to support and improve Performing Arts goals.
- Ability to respond to requests in a timely manner.
- Excellent communication skills using the spoken and written word.
- Ability to work with moderate supervision, to begin assignments independently (or as assigned), and to bring assignments to conclusion on a timely basis.
- Demonstrate compliance with all applicable and essential IAIA policies, processes and/or procedures.
- Ability to perform other duties as assigned.

Working Conditions:

- Ability to use required hardware and software in computing systems, including the student information system and courseware in Blackboard.
- Must be able to meet the physical demands of this position in order to effectively work for extended periods of time as required for mounting performances through rehearsals, etc.
- Ability to instruct for extended periods of times, in a classroom environment.
- Must be able to function in a work environment which requires exposure to or use of stage apparatus, set design materials, lighting, sound equipment, etc.
- Effective communication skills using the spoken and written word to a wide range of audiences, but in particular to college students and faculty colleagues.
- Ability to see, view, review and wide range of relevant academic information.
- May be asked by the Academic Dean to perform other duties.
- Performance evaluation will be assessed on academic results as described herein.
- The Dean reserves the right to revise this job description at any time, with or without notice
- The job description is not a contract for employment.