

**Hancher Auditorium/VP External Relations  
Programming Director/Performing Arts Program Director**

**University Classification: Performing Arts Program Director**

**UI Job Code: PEF4**

**Job Function: Arts, Culture, & Entertainment**

**Job Family: Production & Presentation: Performing Arts Program**

**Working Title (if applicable): Programming Director, Hancher Auditorium**

**Position #: 00016340**

**Org/Dept/Sub-dept #: 09-4650**

**This Position Reports to (Name and Position #): Charles Swanson, #00008445**

**Does this position have Administrative Supervision? Y/N Yes**

**Position Specific Summary:** Lead Hancher Auditorium’s Public Engagement Team to plan and direct the full range of Hancher’s performing arts programs. Develop projects and negotiate contracts with touring artists, identify and develop equitable partnerships in the university, community, region and state, seeking to deepen and broaden impact through collaborative efforts. Supervise marketing, communications, education, and audience development activities. Lead grant writing and reporting. Must be available to work nights and weekends when required.

**Key Areas of Responsibilities and Specific Job Tasks**

<b>Classification Key Areas of Responsibilities</b>	<b>Specific Job Duties and Tasks</b>
Establish Priorities	Establish artistic priorities and program objectives. Select events based on research and knowledge of artists and art forms. Develop and evaluate marketing, education, and audience development strategies.
Allocate Resources	Allocate resources to meet objectives. Negotiate artist contracts. Plan and schedule events in Hancher Auditorium and throughout the state and region.
Human Resource Management	Hire, develop, and manage the performance of staff using a collaborative, team-based approach. Assure that staff are compliant with UI policies and procedures and supervise professional staff.
Financial Management	Write grant proposals and/or develop projects to meet grant opportunity guidelines. Develop and approve budget requests. Search out new grant funding opportunities.
Collaboration	Develop and support collaborative practices to assure cooperative teamwork. Collaborate with other members of Hancher’s Public Engagement Team to meet departmental goals. Collaborate with Hancher staff, university and community partners, and touring artists. Create opportunities to cultivate relationships with new donors.

**Universal Competencies**

<p><b>Collaboration and Embracing Diversity (Extensive Proficiency)</b> Ability to work with a variety of individuals and groups in a constructive and civil manner while appreciating the unique contribution of individuals from varied cultures, race, creed, color, national origin, age, sex, disability, sexual orientation, and gender identity.</p>	<ul style="list-style-type: none"> <li>• Establishes and maintains positive and productive working relationships within and outside of own area and background.</li> <li>• Identifies and resolves disagreements/conflicts in early stages.</li> <li>• Promotes a safe, equitable, respectful environment in which concerns can be addressed effectively.</li> <li>• Recommends changes to work practices and policies to promote transparency and approachability.</li> </ul>
<p><b>Positive Impact/Achieving Results (Expert Leader)</b></p>	<ul style="list-style-type: none"> <li>• Adjusts to and develops self to prepare for new or changing assignments, processes, people, and priorities as organizational needs dictate.</li> </ul>

<p><b>Proficiency)</b> Ability to utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs. Able to demonstrate ethical behavior in diverse situations while producing results.</p>	<ul style="list-style-type: none"> <li>• Sets clear expectations for self and team to achieve work objectives and overcome obstacles.</li> <li>• Strives for excellence in performance by upholding established ethical standards and upholding university values</li> <li>• Provides frequent updates on operations and financial performance to leadership.</li> </ul>
<p><b>Service Excellence/Customer Focus (Expert/Leader Proficiency)</b> Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers.</p>	<ul style="list-style-type: none"> <li>• Enhances service by seeking ways to add value to customer interactions/services.</li> <li>• Demonstrates sincere concern and takes responsibility when a customer complains, even if the cause of the problem lies elsewhere.</li> <li>• Listens to feedback without defensiveness and uses it to enhance communication effectiveness.</li> <li>• Communicates in alternative ways to accommodate different listeners.</li> </ul>

### Technical Competencies

<p><b>Budgeting (Expert/Leader Proficiency)</b></p>	<ul style="list-style-type: none"> <li>• Develop budgets for performances and approve budget requests</li> <li>• Apply established organizational practices in budgeting.</li> <li>• Supply supporting information and justification for budget needs.</li> </ul>
<p><b>Educational/Instructional Program Management (Expert/Leader Proficiency)</b></p>	<ul style="list-style-type: none"> <li>• Identify and develop new partnerships in the University, community, region and state, seeking to deepen and broaden collaborative efforts which benefit The University of Iowa and Hancher Auditorium</li> <li>• Develop programming as part of Hancher's Creative Campus initiative to integrate arts programming activities across the UI campus.</li> <li>• Develop programming that engages a wide variety of constituents and incorporates artists from diverse cultural backgrounds.</li> </ul>
<p><b>Planning and Organizing (Expert/Leader Proficiency)</b></p>	<ul style="list-style-type: none"> <li>• Negotiate artist contracts and schedule dates for performances and residencies.</li> <li>• Provide direction for the development of a comprehensive arts engagement program to develop audiences.</li> <li>• Negotiate and help coordinate all logistical needs of Hancher artists.</li> <li>• Identify critical goals and develop plans to accomplish departmental projects.</li> </ul>
<p><b>Program Development and Administration (Expert/Leader Proficiency)</b></p>	<ul style="list-style-type: none"> <li>• Identify strategies to meet the goals of Hancher and the University of Iowa.</li> <li>• Develop projects with artists, artist representatives, community members, and campus partners</li> <li>• Oversee marketing and audience development activities</li> <li>• Supervise Director of Marketing &amp; Communications, Education Manager, and Public Engagement Coordinator.</li> <li>• Prepare grant applications to the Iowa Arts Council, the National Endowment for the Arts and other funding sources to support programming.</li> <li>• Participate in researching and writing grants and proposals to support Hancher programs.</li> <li>• Document and evaluate program content, objectives, and operating strategies.</li> </ul>

As part of performing the key areas of responsibility and competencies described above, staff members are expected to meet reasonable standards of work quality and quantity, as well as expectations for attendance established by their supervisor. Staff members are also expected to comply with policies governing employee responsibilities and conduct, including those contained in the [University Operations Manual](#).

## Position Qualifications

Education or Equivalency Required	Master's degree in one of the performing arts, arts administration, or a related field, or an equivalent combination of education and experience, is required.
Required Qualification	Considerable (typically 3-5 years) experience in both of the following: <ul style="list-style-type: none"> <li>• Administrative, supervisory, and program experience in the performing arts.</li> <li>• Experience as the primary person responsible for programming large (typically 1500 seats or greater) performing arts center that presents a varied program including, but not limited to, music, dance, and Broadway performances</li> </ul>
Required Qualification	Demonstrates experience developing budgets for performances at the expert/leader level.
Required Qualification	Demonstrates at an expert/leader proficiency level of knowledge, awareness, and expertise regarding the breadth of available performing arts disciplines.
Required Qualification	Demonstrates excellent written and verbal communication skills.
Required Qualification	Excellent interpersonal and relationship building skills; demonstrates team-based approach to staff management.
Required Qualification	Demonstrates an expert/leader ability to work with a variety of people and commitment to supporting an inclusive work environment.
Desirable Qualification	Experience planning and directing programming for a large, multi-space performing arts center.
Desirable Qualification	Reasonable experience in public speaking.
Desirable Qualification	Reasonable experience with grant writing.
Desirable Qualification	Experience in a university setting and familiarity with university policies and procedures.

Universal Competencies: at a basic proficiency level (see <http://hr.uiowa.edu/competencies/universal> for more information).

\*Some of the qualifications for this job posting are described as competencies or the behaviors needed to be able to perform the duties of the position at a defined proficiency level/standard (basic, working, extensive, or expert/leader). Most of the qualifications for this position require a basic or working proficiency level defined as:

*Extensive* - Performs without assistance; recognized as a resource to others; able to translate complex nuances to others; able to improve processes; focus on broad issues.

*Expert/Leader* - Seen as an expert and/or leader; guides, troubleshoots; has strategic focus; applies knowledge and skill across or in leading multiple projects/orgs; demonstrates knowledge of trends in field; leads in developing new processes.