

ACADEMIC FACULTY, ATHENS, THEATRE

GENERAL STATEMENT:

Teach in the instructional programs of the College and perform other duties related to their instructional assignment.

REPORTS TO:

Supervised by the Theatre Director, directed by the Division Chairperson of Fine Arts.

OCCUPATIONAL GROUP:

Faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's degree with a minimum of eighteen (18) graduate hours in drama; MFA or Ph.D. preferred.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Knowledge of all disciplines of theatre production and equipment required. College teaching experience is preferred. Training and experience in technical theatre/scenography is also preferred.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Teach assigned classes according to approved course syllabi and minimum competencies.
- May be assigned to teach within the Texas Department of Criminal Justice prison units.
- May be assigned to teach distance learning classes via ITV, telecourse or Internet.
- Participate in curriculum development, including the establishment of departmental learning outcomes, and the reporting of learning outcomes results as required by departmental procedures.
- Arrive on time for classes or notify the division chairperson as early as possible of an inability to meet a class.
- Schedule, post, and keep office hours as required by College policy.
- Keep class record books, keys, lesson assignments, and other necessary materials or equipment available for substitute instructors.
- Assist with counseling and registration of students and mentorship of student designers and production crews.
- Submit all required student grade reports to the registrar's office on schedule.
- Maintain accurate attendance records for all classes.
- Attend all faculty meetings, commencements, and other special meetings called by the division chairperson, associate vice president of instruction, vice president of instruction, or the president.
- Keep the administration informed regarding matters affecting the welfare of students, faculty, and the institution.
- Serve as members of committees.
- Recommend the purchase of library books and instructional materials.
- Serve as technical director for college productions; monitor the condition of production equipment and systems and perform preventative maintenance; oversee and maintain scene shop and props and light storage; maintain inventory and production budget.
- Other duties as assigned by appropriate supervisory personnel.

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PHYSICAL REQUIREMENTS:

- Ability to handle objects up to 100 lbs. using appropriate tools and ability to maneuver and control equipment from extensive heights.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 06/06/06

Revised: 04/21/2011

JD380