

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Director  
Center of Excellence for the Creative Arts  
Regular Full-Time Position  
Position Number 419400**

**General Description**

The Director of the Center of Excellence for the Creative Arts reports to the Dean of the College of Arts and Letters and works with the Center's Advisory Board in defining the future vision of the Center through strategic planning, program and audience development and an emphasis on promoting community relations.

**Primary Duties and Responsibilities**

- Create new and innovative ways of promoting the public image of the Center across the University, community and region.
- Provide leadership that enhances the collaboration of the four areas within the Center (creative writing, music, theatre and dance and visual art) while supporting the independent efforts of the distinctive disciplines.
- Serve as primary spokesperson for the Center, its mission and activities in state, regional and national forums.
- Oversee the preparation and submission of the Center budget; review financial reports and records for the Center with the University Director of Budgets and Reporting; distribute monthly updates to the Center's four areas.
- Facilitate interactions between the four creative areas of the Center and the Office of Grants and Sponsored Research.
- Facilitate external funding, to include grant writing.
- Oversee one staff member.
- Send out monthly e-newsletters promoting and publicizing Center events.
- Provide sign-up sheets at Center events to add new subscribers to the newsletter.
- Attend other universities' "College Days" to meet with high school students and to distribute promotional materials about all aspects of the Center.
- Ensure that events are publicized via public service announcements for radio and TV and are included on all APSU marquees.
- Oversee the implementation of PR materials for Center events to be publicized in The All State, The Leaf Chronicle, the Nashville Scene and other print media.
- Develop a strong relationship with Nashville Public Radio staff to ensure thorough publicity of appropriate Center events.
- Update the Center website and ensure that all of the four areas/ events are publicized at the beginning of each semester. Add podcasts of music, video snippets of dress rehearsals for the plays, podcasts of past visiting writers, photographs from APSU art galleries and message boards where comments can be posted.
- Work with other constituents on campus, especially APSU Public Relations, to advance the Center's mission.
- Contact professors of the arts at other universities to establish relationships that will benefit the Center.
- Approve Center purchases, contracts, part-time hires and student and faculty travel.
- Write annual report of Center activities in the four areas.
- Support faculty development.
- Prepare clear agendas and call appropriate meetings of the Center Advisory Board.
- Facilitate clear communication between the four areas and the Center office.
- Perform other job-related duties as assigned.

### **Essential Functions**

- Ability to effectively manage the Center's needs and office with appropriate people skills.
- Knowledge of APSU contracts and budgeting.
- Ability to apply basic knowledge of the University's facilities programming to coordinate a large number of arts events.
- Ability to apply basic knowledge of University payroll procedures and processes to resolve routing payroll problems for academic and staff employees in the department.
- Ability to prepare and monitor Center budgets.
- Ability to assist with external funding and grant writing.
- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.).
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.

### **Required Minimum Qualifications**

- Bachelor's Degree and five years of previous experience in arts administration.
- Demonstrated depth of knowledge in one or more of the creative arts (creative writing, music, theatre/dance and/or the visual arts).
- Previous experience coordinating and planning large scale events in a variety of venues.
- Previous experience in budgeting and contract preparation.
- Excellent public relations, administrative and budget management skills.
- Demonstrated commitment to excellence in the arts, to the concept of shared governance and to the development of collaborations among artists working in different genres.
- A background check will be required for the successful applicant.

### **Additional Preferred Qualifications**

- Master of Fine Arts, Master of Arts Administration or a related area.

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