

Associate Dean and Director of Vocal Arts  
Manhattan School of Music (NY)

Direct Link: <https://www.AcademicKeys.com/r?job=135997>

Downloaded On: Feb. 18, 2020 1:24pm

Posted Jan. 9, 2020, set to expire May 10, 2020

**Job Title** Associate Dean and Director of Vocal Arts  
**Department** Vocal Arts  
[https://issuu.com/msmnycdocs/dean\\_of\\_vocal\\_arts\\_listing-02.07.20?fr=sMzJlZj11NTQ1Ng](https://issuu.com/msmnycdocs/dean_of_vocal_arts_listing-02.07.20?fr=sMzJlZj11NTQ1Ng)  
**Institution** Manhattan School of Music (NY)  
New York, New York

**Date Posted** Jan. 9, 2020

**Application Deadline** Open until filled

**Position Start Date** Summer 2020

**Job Categories** Department Head/Head/Chair  
Director/Manager  
Associate/Assistant Dean

**Academic Field(s)** Music - Vocal

**Job Website** <http://www.msmnyc.edu>

**Apply By Email** [provost@msmnyc.edu](mailto:provost@msmnyc.edu)

**Job Description**

The Associate Dean and Director of Vocal Arts will be joining Manhattan School of Music at a pivotal moment as it moves into its second century, seeking to build on its tradition of excellence while securing its long-term future through proactive planning and resource development. The successful candidate will join an institution with a clear vision for the future and a commitment to working in a collaborative and supportive spirit to enhance the School's reputation as a leader in professional music education with a history of excellence.

Domains:

In executing the Associate Dean and Director of Vocal Arts portfolio of responsibilities, the successful candidate will:

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- Promote artistic and academic programming that reflects a culture of inclusion within a student-centered environment and foster a high level of collegiality among faculty and staff.
- Lead artistic programming, to create cohesive and pedagogically-rooted repertoire choices across all annual performances within this division. These include two mainstage operas, Opera Scenes, Opera Repertoire Theater, Junior Opera Theater, Senior Opera Theater, undergraduate opera productions, Discover Opera! and Amato Opera-in-Brief, and choral concerts.
- Engage guest artists for performances and master classes/guest lectures and manage the selection of students to ensure that an equitable rotation of students is observed.
- Serve as an academic and artistic advisor to Vocal Arts students as they navigate their curriculum and make course selections to meet degree requirements; provide artistic, pre-professional advice and mentoring of students, linking students to summer programs, young artists' programs, and collaborating with the Center for Music Entrepreneurship.
- Assist in monitoring Vocal Arts student retention, contributing ideas and strategies in order to boost retention.
- In consultation with the Dean of Academic Affairs, determine course sequencing and section offerings balancing curriculum requirements with allocations of instructional budget and approved faculty loading.
- Evaluate, revise, and ensure curriculum reflects students' needs, including content and sequence of offerings.
- Review and evaluate faculty teaching using course evaluations and MSM's formal faculty review processes.
- In consultation with the Executive Vice President and Provost, recruit, hire, and support/review all program faculty.
- Collaborate with Dean of Enrollment Management to develop and implement recruitment strategies to matriculate and retain a balanced enrollment of Vocal Arts majors.
- Collaborate with Director of Musical Theatre and Department Chairs in programmatic and curriculum development.
- Explore and promote external artistic partnerships to elevate the production value of performance productions, create more visibility for the program, and lead to fiscally and environmentally sustainable production practices.
- Work with the Provost, Dean of Academic Affairs, and Associate Dean of Assessment and Academic Programs to create and maintain assessment methods, analytics, and responses related to internal and external program reviews.
- Oversee Vocal Arts Division budgets and with the EVP/Provost, Dean of Performance and Production Operations, and the Dean of Academic Affairs, actively participate in budget planning and projections for instruction, performance, and production operations.
- Participate as a member in the Curriculum Committee, the Artistic Planning/Calendar Committee, the Council of Chairs, and other committees as assigned.

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- Work with the Office of Advancement to identify donors and strategies for increasing scholarship, capital, and production support.

Preferred Qualifications:

Manhattan School of Music seeks a vibrant, collaborative, communicative, dynamic leader with an ability to link artistic and academic experiences for students' educational growth and progress in the Vocal Arts program.

- Significant professional experience as a performer, stage director, young artist administrator, and/or vocal arts pedagogue.
- Substantial and successful teaching experience in Voice/Opera at the college or young artist levels.
- Administrative experience in an academic setting, with understanding of curricular design, professional training, general education, and program/faculty assessment.
- Successful record of budget planning and fiscal management of resource allocations related to Vocal Arts artistic programming.
- Communication skills and ability to promote the Vocal Arts Program to a broad constituency from prospective students, alumni, and potential/current donors.
- Ability to lead and inspire students and professional faculty and staff.
- Sensitivity to the needs of a diverse population.
- Proven ability to work in an inclusive and consultative way with faculty, staff, peers, and students.
- MM in Voice or related area of study preferred.

Contact Information: Send cover letter, résumé/curriculum vita, and list of three references to:  
Office of the Executive Vice President and Provost  
(provost@msmnyc.edu)

For fullest consideration, application materials should be received by February 7, 2020.  
Application review will continue until position is filled.

**EEO/AA Policy**

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Equal employment and equal educational opportunity have been and will continue to be fundamental principles at Manhattan School of Music, where employment and enrollment are based upon personal capabilities and qualifications without discrimination or harassment because of race, color, religion, sex, sexual orientation, gender identity or expression, the status of being transgender, age, national origin, marital status, citizenship or veteran status, disability, or any other characteristic protected by law. Manhattan School of Music does not permit retaliation against individuals who oppose a discriminatory practice or participate in an investigation.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Office of the Executive Vice President and Provost  
Manhattan School of Music  
New York, NY

**Contact E-mail**      provost@msmny.edu