

Arts Management/Entrepreneurship Coordinator and  
Associate Dean  
University of Oklahoma

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Posted Oct. 5, 2021, set to expire Apr. 6, 2022

<b>Job Title</b>	Arts Management/Entrepreneurship Coordinator and Associate Dean
<b>Department</b>	-
<b>Institution</b>	University of Oklahoma Norman , Oklahoma
<b>Date Posted</b>	Oct. 5, 2021
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Dean
<b>Academic Field(s)</b>	Fine Arts - General Art - General Art Education
<b>Apply Online Here</b>	<a href="http://apply.interfolio.com/93825">http://apply.interfolio.com/93825</a>

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**Job Description**

Coordinator and principal faculty member (Associate Professor or above) of the Graduate Certificate Program in Arts Management/Entrepreneurship and the undergraduate minor in Arts Management/Entrepreneurship. In addition, the holder of the position will coordinate the continued development of an online MA program that encompasses some of the same areas as the certificate program above but with the addition of specific area programs such as Leadership programs in Theatre, Music, Dance, etc.

Duties to include, but not limited to:

Coordinator of the Graduate Certificate Program in Arts Management/Entrepreneurship Courses to be taught:

AMGT 2013, AMGT 3013, AMGT 3023, AMGT 4970, AMGT 5013, AMGT 5030, AMGT 5970

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Coordinate the continued development of an online MA program Other duties as assigned including the Arts Incubator program

Associate Dean

Program

Promotion

Related campus

committees Campus

representation

Qualifications: Graduate degree and five years experience in higher education and its administrative aspects

Knowledge, Skills, and Abilities:

- Demonstrated ability to manage complex projects with various leadership levels
- Excellent verbal and written communication skills
- Ability to work under pressure, deadlines, and manage high-volume workloads
- Knowledge and understanding of practices, methods, and techniques of long-range planning, forecasting, budgeting, and analysis/assessment of projects and initiatives.
- Demonstrate a broad perspective encompassing the arts and their administration
- Demonstrated success in program and resource development
- Must have advanced writing skills for creating works representing a strong record of publications and presentations

Applications must be submitted online at <http://apply.interfolio.com/93825>

Required documents include a cover letter, up-to-date curriculum vitae, list of three current references with contact information, and a list of courses taught. Review of applicants will begin on November 15, 2021 and continue until position is filled.

The University of Oklahoma is an Equal Opportunity Employer. Protected veterans and individuals with disabilities are encouraged to apply.

### Contact Information

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

### Contact



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