

**Associate Dean and Director, Musical Theatre Program  
Position Description**

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<b>Title:</b>	Associate Dean and Director
<b>Department:</b>	Musical Theatre
<b>Reports To:</b>	Vice Provost and Dean of Faculty
<b>Supervises:</b>	Musical Theatre Faculty
<b>Internal Contacts:</b>	Dean of Enrollment Management, Dean of Performance Operations VP for Media and Communications, VP for Advancement Executive Vice President and Provost, Director of Library Services Council of Chairs, Curriculum Committee, Performance Calendar Planning Committee, Production Department
<b>External Contacts:</b>	Musical Theatre Artistic Advisory Council Broadway/musical theatre professionals Peer institution theatre and musical theatre departments and leaders Professional educational organizations
<b>Start Date:</b>	Summer, 2018

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Manhattan School of Music seeks a visionary and dynamic leader for their extremely successful Musical Theatre program. This program, which has already received international recognition in its second year, currently has 72 students enrolled (43 sophomores and 29 freshmen) and seeks to increase to a total enrollment of approximately 110 students as it moves through the full, four-year Bachelor of Music degree with 25-30 students per class. The candidate will report to MSM's Vice Provost and Dean of Faculty and will work closely with the Dean of Enrollment Management, VP for Media and Communications and Dean of Performance Operations in our collaborative work environment to recruit and enroll students to the program as well as implement all aspects of the curriculum.

**Job Responsibilities:**

- Oversee all aspects of curriculum and performance of the Musical Theatre Program.
- In consultation with the Vice Provost, recruit, hire, and support all program faculty.
- Work with the Provost, Vice Provost, and Associate Dean of Assessment and Academic Programs to create and maintain assessment methods, analytics and responses.
- Oversee Departmental budgets and participate actively in budget projections.
- Participate in the planning of MSM's Performance Calendar.
- Participation in Committees as assigned
- Work with Musical Theatre Artistic Advisory Council to develop mentoring opportunities and internships in professional settings.
- Work with the Office of Advancement to identify donors and strategies for increasing scholarship, capital, and production support.
- Direct or hire directors for all showcases and mainstage productions.

# **M** Manhattan School of Music

## **Preferred qualifications:**

- Significant professional experience in major musical stage productions, preferably on Broadway.
- Substantial and successful teaching experience in Musical Theatre at the college level.
- Administrative experience in an academic setting, with understanding of curricular design, professional training, general education and assessment.
- Communication skills and ability to serve as the “face” of the Musical Theatre Program.
- Ability to lead and inspire students and professional faculty and staff.
- Sensitive to needs of a diverse population.

## **Search Committee:**

- Claudia Catania, Voice\*
- Andrew Gerle, Music Theory and Musical Director\*
- Randy Graff, Acting\*
- Andrea Green, Voice\*
- Shuler Hensley (BM '90; HonDMA '14), Musical Theatre Artistic Advisory Council
- David Loud, History and Program Musical Director\*
- Bebe Neuwirth (HonDMA '15), Member, Board of Trustees and Artistic Advisor to the Musical Theatre Program
- Laura Sametz, Acting\*

\*Musical Theatre Program faculty

## **Nominations and Applications:**

Send cover letter of interest, résumé/curriculum vitae, and list of three references to: Lianna Portnoy, Associate Dean, Office of the Provost, ([lportnoy@msmny.edu](mailto:lportnoy@msmny.edu)).

For fullest consideration, application materials should be received by **Monday, December 11, 2017**. Application review will continue until position is filled.

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