

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3332    **TITLE:** THEATRICAL ARTS DIRECTOR    **GRADE:** S-25

**DEFINITION:**

Under general supervision, designs, implements, and administers a district-wide multi-discipline performing arts program for a large community center equipped with a professional theatre; and performs related work as required.

**ILLUSTRATIVE DUTIES:**

Designs and administers professional and amateur performing arts programming, including entertainment and educational opportunities in the areas of theatre, music, dance, film, television, and related arts fields;  
Negotiates and administers performing arts and facility rental contracts in accordance with industry standards and County, State, and Federal laws and regulations;  
Directs the scheduling, operation, maintenance, and development of the theatre and other performing arts facilities;  
Plans and directs the publicity and promotion of the performing arts instructional and entertainment program;  
Supervises salaried, contractual, and volunteer staff;  
Develops the Performing Arts Department budget and oversees purchasing and management of department funds;  
Maintains professional affiliations with appropriate cultural agencies;  
Provides advice and assistance to community groups planning performing arts events;  
Represents the performing arts program to the public.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Extensive knowledge of all phases of theatre, music, dance, film, television, and related fields of presentation;  
Ability to plan, direct, and evaluate programs suited to target audiences;  
Ability to develop operating procedures and schedules for a large theatrical facility and off-site programming;  
Ability to develop a department budget and to oversee expenditures;  
Ability to perform and/or oversee contract negotiations;  
Ability to develop and maintain effective working relationships with the community, professional artists and managers, area arts organizations, and the media.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to graduation from an accredited four-year college or university with a degree in theatre arts, arts management, or a related field; plus four years of performing arts management experience, including two years of supervisory experience. A Master's degree may be substituted for one year of the required experience.

REFORMATTED/REVISED: December 3, 2007  
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