

# Independence Community College

## Position Announcement

### Theatre Arts Instructor

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Independence Community College (ICC) seeks applications for the position of **Theatre Arts Instructor**. Independence Community College, a small, rural, residential community college in southeast Kansas, serving the needs of full/part-time students and student athletes, has initiated continuous quality improvements through the Standard Pathways accreditation process. Independence Community College is an Equal Opportunity Employer. ICC encourages and promotes a diversified workforce.

#### Position Summary

The college is seeking a dynamic, ambitious, team-oriented professional for this tenure track position. This position will aid in developing one of the premiere two-year college theater training programs. Teaching areas include Acting, Theatre Appreciation, Directing, Script Analysis, Stage Movement, Voice & Diction and other classes in the area of discipline. Performance responsibilities include student readings, theatre productions including collaboration with the Music Department on music theatre productions, providing support for major events such as the annual William Inge Theatre Festival and the biennial Astra Arts Festival. The instructor will be responsible for the development and documentation of instructional outcomes; will provide a positive learning environment; will maintain and enhance teaching and learning excellence through ongoing professional development; recruit students for the theatre program, in collaboration with the William Inge Theatre Center to and will maintain student success and retention through academic advisement.

#### Qualifications

Master's Degree in Drama/Theatre Arts/Performance, with 18 graduate hours in a theater discipline is required previous experience teaching theatre arts at the college level in the areas listed under major duties. Further experience preferred as follows: professional experience in the area of interest; as a theatre director, including musical theatre; as a professional actor; participation in or leading a professional training program; participation in professional organizations; an interest in new play development; a commitment to working with culturally and ethnically diverse groups. The applicant's degree must be from a regionally accredited institution of higher learning recognized by the U.S. Department of Education. Community college teaching experience preferred and experience with alternative technological delivery systems preferred.

#### Position Information

This position will be paid in accordance with, and is eligible to be included, in the bargaining agreement between Independence Community College and the Independence Community College Faculty Association. Instructor affiliation with the ICC Faculty Association is voluntary.

#### Application Procedures

Position is open until filled. Candidates whose education and experience match or exceed the job requirements either apply online at <http://www.indycc.edu/about-us/human-resources/index>.

Please include the following as attachments:

- Cover Letter
- Résumé
- Transcripts (unofficial copies are acceptable for consideration, but official copies will be required for employment) from a regionally accredited institution of higher learning recognized by the U.S. Department of Education.
- Three references with contact information

# **Independence Community College**

## **Job Description**

### **Theatre Arts Instructor**

#### **Primary Responsibilities**

1. Teaching areas include, but are not limited to Acting, Theatre Appreciation, Directing, Script Analysis, Stage Movement, Voice & Diction and other classes in the area of discipline
2. Performance responsibilities include student readings, theatre productions including collaboration with the Music Department on music theatre productions
3. Recruit students for the Theatre Arts Program.
4. Responsible for the development and publication of the instructional content of outcome-based learning programs meeting the needs of the diversified population of learners.
5. Availability during posted office hours for student advisement and academic assistance. Encouraging student retention, continuity, progress in coursework and program, and student success.
6. Responsible for working with other faculty on learner and program outcome monitoring of courses and program(s).
7. Work with other instructors and college personnel to promote ICC and the curricula offerings.
8. Fiscally responsible for assisting in budget development, budget implementation, and control necessary to deliver instructional programs in an efficient and effective manner to provide access and quality learning experiences.
9. Assist in development of new programming, including funds development, recruitment, curriculum development and revision.
10. Maintain and enhance teaching excellence through ongoing professional development by participation through in-service training, workshops, seminars, travel, and publication.
11. Provide input in the college's organizational shared governance structure through involvement in committees, councils and supportive activities related to the development and enhancement of the college mission and strategies.
12. Provide a positive learning environment committed to ICC student success by being receptive to various learning styles (e.g. on-line, video, ITV, accelerated, and hybrid) found in the comprehensive community college setting.
13. Provide information and assist with external reporting for accreditation, governmental, and state agencies. Complete or provide requested input for reports for external agencies as required.
14. Work with the instructional team to provide outcomes assessment, follow-up, and improvement(s).
15. Recruit Theatre Arts students from area high schools.
16. Provide support, however necessary, for the successful production of the William Inge Theatre Festival.
17. Provide support, however, necessary, for the successful production of the Astra Arts Festival.
18. Participation in grant funded activities.

#### **General Responsibilities**

1. Timely completion of reports and communications including attendance, outcomes assessment, grades, governmental and assessment required reporting.
2. Collaborative, professional and responsible work behavior.
3. High degree of ethical standards, including confidentiality, adherence to general rules of safety, procedures, and fair labor standards.
4. Commitment to high professional standards, including professional growth.
5. Responsiveness to leadership.
6. Adherence to institutional policies and procedures.
7. Ability to work collegially with employees, students and the public.
8. Serve as an effective ambassador for the college at all times.

**Independence Community College**  
**Job Description (cont'd)**  
**Theatre Arts Instructor**

**Working Conditions/Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the Theatre Arts Instructor position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, but only after full disclosure by the applicant.

1. Position generally requires light work with occasional lifting of up to (30) pounds or more, carrying supplies, equipment.
2. This position requires the ability to sit or stand or walk for extended and various periods of time.
3. The ability to effectively learn new computer programs and applications as necessary; the ability to effectively troubleshoot changing computer software issues.
4. The ability to communicate clearly with small or large groups of people, with an excellent comprehension of the English language, is essential.
5. Work is generally performed in an indoor setting, in an office or a classroom as directed, using a commonly used technology and resources to facilitate instruction.

**Qualifications**

1. Master's Degree from an accredited university with 18 hours in the field required.
2. Content area expertise in the assigned field of teaching and an interest in imparting knowledge to others.
3. Community college teaching and experience in another discipline and alternative course delivery systems preferred.
4. Communicate effectively with students, staff, and community with sensitivity to diverse populations, learning styles and developmental needs.
5. Computer literacy and knowledge of Microsoft Suite and Blackboard.
6. Flexible work schedule dependent upon program needs.
7. An educational philosophy in alignment with a small, rural comprehensive community college.