

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED MANAGEMENT POSITION DESCRIPTION**

JOB TITLE: Director, Center for Social Justice and Civil Liberties

BASIC FUNCTION: Under the general supervision of the Chief of Staff and Facilities Department, the Director is responsible for the overall direction, management and implementation of day-to-day functions of the Center including operations, supervision, financial management, facilities management (including tenant relationships), partnership development, public programs (exhibits, education, outreach), and friend- and fundraising (planned giving, special events and grant writing, support groups). Directs and supports planning with committees, advisory groups, educators, scholars, docents and consultants.

PROVIDES WORK OR LEAD DIRECTION TO: Volunteers, docents, contract employees, short term and/or student workers, student organizations, visiting scholars, community affiliates, and classified staff assigned to the center.

REPRESENTATIVE DUTIES:

1. Attract external resources by securing endowments, grants and special program support in cooperation with the District's Resource Development and Grants Offices.
2. Develop programming for the center, including but not limited to K-12 and other educational institutions, and position the center for philanthropic support and community outreach.
3. Schedule, coordinate, and take responsibility for calendar events, full articulation with other entities such as the City Human Relations Council, Thursday Night Arts Walks, College Art Galleries, etc.
4. Implement contracts, insurance transactions, transportation arrangements, coordination of installs, policies and coordination of district procedures as they may apply to the Center.
5. Assist in the support of all phases of local programming development including data collection, advertising, collecting information on opportunities, etc.
6. Directs center programming with district faculty and staff as they may relate to the themes of the Center.
7. Collaborates with staff and affiliated agencies to develop, store and exhibit the District collection.
8. Develop programming for the center, including but not limited to K-12 and other educational institutions, and position the center for philanthropic support and community outreach.
9. Responsible for the development and operation of policies and programs for the center, its archives and collection, using loans, access, further development, temporary or traveling exhibition.
10. Develop, manage and train staff associated with the Center on all aspects of operation with appropriate referrals for emergency and special assistance.
11. Operate and maintain a supportive and open environment for all constituencies, and position the center a community resource and education tool.
12. Develop, monitor and coordinate Center resources.
13. Personal development in learning and refining the Center's themes.
14. Coordinate with other District and College services including External Affairs, Instructional Media Center and Information Services.
15. Represent the District and Center at meetings, and in the community.
16. Written and oral communication and presentations representing the Center.
17. Serve as a member of the Management Leadership Association.
18. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
19. Performs other related responsibilities as may be assigned.

EDUCATION: Bachelor's degree is required. A degree in arts, social sciences, education, public administration or business is preferred.

EXPERIENCE: Two (2) years' professional or management experience in coordinating private and/or public programs, operations and/or services; demonstrated experience in building partnerships and advancing the mission and objectives of the program/entity in a collaborative and progressive manner. Familiarity with start-up operations, proven entrepreneurial skills, and experience in the development or expansion of new programming, operation budgeting, funding and operational development is preferred. Experience in a public, educational or private gallery/museum operation also is desirable.

LICENSES/CERTIFICATIONS: No

KNOWLEDGE OF: Principles and practices of operating an educational center, sources of operation associated with the center (i.e. Balboa Preservation), technique and methods of display in preparing and conducting displays, principles of marketing, community outreach and partnership development; record keeping and report writing; basic computer application programs; large organizational dynamics and entrepreneurial strategies; human resource management and basic supervisory principles; and ideally, gallery or museum development and operations. Development of working partnerships and associations with community and civic organizations, as well as funding sources to support education programming and operations for the center, including cultivating partners and docent/volunteer programs.

ABILITY TO: Work Independently with minimal guidance, direction and oversight; develop and maintain working relations with a variety of constituencies and create a positive working environment; maintain high standards of quality and professionalism; master operational issues; write effectively and speak to large and small groups; develop operational programs in coordination with partners and develop resources to fund programming; budget and create an operational plan and program and operational standards; build outreach support and development of the Center and its mission, programs, and objectives; relate daily to diverse individuals in an effective and inclusive manner; and participate in multiple civic, community, and education-based groups and gain support from District leadership and College staff.

OTHER: Individual selected must demonstrate evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Co-workers, College and District Staff, Supervisors, students, faculty, administrators, arts community, researchers/scholars, consultants and the public.

PHYSICAL EFFORT: Climbing 14 foot ladder and lift up to 45 lbs. carrying an item fifteen feet.

WORKING CONDITIONS: The Center is an educational museum/gallery-like environment and the Director may be the only individual at the site, working evening hours as access dictates, operate as a self-contained unit of the District when needed.