

Arts Leadership & Management Adjunct (Ref: ADJ-ArtsLead 2020-21)

Department of Art, Design and Music, College of Arts and Sciences

Summary: The Department of Art, Design and Music, College of Arts and Sciences at Queens is seeking a qualified individual to teach courses related to Arts Leadership and Management (see below). This position will begin in August, 2020 and reports to the Executive Director of the Department of Art, Design and Music.

Duties and Responsibilities

- Teach undergraduate students in field of expertise
- Develop and manage class syllabus and ensure that the syllabus meets university standards
- Plan and create and deliver engaging lectures, in-class discussions, and assignments
- Grade assignments, quizzes, and exams
- Track student attendance and class participation
- Submit grades according to university standards and published deadlines

FALL 2020: Teach two of following classes:

- ARL 200 Intro to Arts Leadership and Management (4 credits)
- ARL 300 Leadership in the Arts (4 credits)
- ARL 302 Art Law (4 credits)

SPRING 2021: Teach two classes

- ARL 301 Entrepreneurship in the Arts (4 credits)
- Possible Art history class

Non-Essential Duties: Other duties may be assigned as needed to meet department, college, and university goals.

Experience, Knowledge and Skills Required

- Candidates must have at least a Master's degree from a regionally accredited institution of higher education.
- Experience using active learning and other techniques to engage students.
- Prior experience teaching at a post-secondary level preferred.
- Preference will be given to candidates who hold current relevant professional credentials.
- Evidence of teaching excellence and/or successful performance experience.
- Experience working with culturally diverse populations.

Application Process

Qualified candidates should submit the following via email to hr@queens.edu in (.doc) or (.pdf) format. Incomplete applications will not be considered.

1. a cover letter addressing the position qualifications and your experience
2. current curriculum vitae (CV) or resume
3. link to your professional portfolio (if available)
4. contact information for three professional references.

Be sure to include “**ADJ-ArtsLead 2020-21**” and **YOUR NAME** in your email Subject Line.
(Example: REF: ADJ-ArtsLead 2020-21 Shawn Mullin)

Applications received by July 11, 2020 will receive first consideration. Queens will continue to accept applications until the position is filled.

Additional Information

Located in the heart of the nation’s second fastest growing metropolitan area, Queens University of Charlotte leverages the city’s diverse and thriving environment as an extended classroom. Nationally recognized for undergraduate programs in international and interdisciplinary education, Queens blends the best of liberal arts learning with professional preparation and community engagement. Focused on supporting success for diverse learners, faculty build close and collaborative relationships with students and help them build intentional and individualized roadmaps for flourishing at Queens and beyond. At the graduate program level, the University offers innovative educational experiences that help learners advance professionally and retool for new opportunities. Our environs afford faculty myriad opportunities to advance their own professional growth and teaching and research interests by collaborating with vibrant industry, non- profit, and community organization sectors.

Benefits

Queens offers some benefits to adjunct faculty, including ability to contribute to the university’s supplemental retirement plan (403(b)). In addition, employees may choose benefits such as pet insurance, critical care insurance and legal assistance.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs,

veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.

Physical Requirements (*with or without reasonable accommodation*)

- *Visual Abilities:* Read reports, create presentations and use a computer system – 75-100% of the time
- *Hearing:* Hear well enough to communicate with co-workers, vendors and students – 75-100% of the time.
- *Dexterity, Grasping, Feeling:* Write, type and use the telephone, copier, and computer systems – 75-100% of the time
- *Mobility:* Open files and operate office machines; move between departments and attend meetings across campus – 75-100% of the time
- *Talking:* Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly – 75-100% of the time
- *Lifting, Pulling, Pushing:* Exert up to 20 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects – 50-74% of the time.
- *Cognitive/Emotional:* Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time.

Work Conditions

- Work in via online and/or in-person classroom and office environment, involving contact with students, faculty, staff.
- Work has deadlines, multiple interruptions, high volume and may be stressful at times
- Delivery of classroom instruction usually takes place during the day; occasional nighttime and/or Saturday classes may be required for this adjunct position.

The above description is not intended to be an all-inclusive list of the duties and responsibilities of this position, nor is it intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended to describe the general nature of the position.