

# BELHAVEN UNIVERSITY

*O u r S t a n d a r d i s C h r i s t*

## STAFF POSITION

in

Dance

Belhaven University, a Christian university committed to the ministry of integrating biblical truth and learning, is searching for the ideal candidate for the Director of Dance Production position who has a heart for Christ Jesus and students at the Jackson, Mississippi campus. This is a full-time position.

## RESPONSIBILITIES

The Director of Dance Production is responsible for scheduling and producing all Dance Department concerts. This individual designs, builds, and implements the sets and lights for Dance Department concerts while training and supervising student workers in basic theatrical skills including stage management, running crews, light and sound operation, and other production activities. The Director of Dance Production will:

- Create and manage production timelines; coordinate with colleagues for lighting, sound, properties, and set pieces
- Schedule and supervise students with technical production responsibilities; serve as a mentor to students
- Maintain operation and inventory of production equipment and technology
- Develop strategies for meeting Dance Department production needs within budgetary parameters
- Assist with design and printing of promotional materials
- Coordinate set-up and technical requirements of events and performances held in the Bitsy Irby Visual Arts and Dance Center
- Communicate effectively with BU students, faculty, staff, and audience members
- Participate in on-going assessment activities for the program and the University

## QUALIFICATIONS

Undergraduate or graduate degree in Theatre Design, Stagecraft, Technology, Theatre Production, and/or Dance Production preferred. Ideal candidates will have a record of success in theatre or dance production roles and an ability to teach Dance Production courses at the undergraduate and graduate level. Applicants should provide evidence of effective collaboration with colleagues.

## COMPENSATION

Compensation and rank are commensurate with qualifications and experience. The University supplements major medical insurance. A 403b retirement plan is available for eligible employees to contribute pre-tax dollars with Belhaven University matching up to 8% of annual salary.

### To apply, please submit the following:

- Letter of intent, including explanation of your interest in Christian higher education, and how your background fulfills each of the Responsibilities and Qualifications described above
- Resume, including contact information for at least 3 professional references
- A brief account (750 words or less) of your spiritual pilgrimage including the time and circumstances surrounding becoming a believer in Christ, your current relationship with Christ, and how you would seek to integrate your faith into the Director of Dance Production role.

Go to: [https://www.belhaven.edu/belhaven/employment\\_pdfs/letterofemploymentcommitment.pdf](https://www.belhaven.edu/belhaven/employment_pdfs/letterofemploymentcommitment.pdf) to review Belhaven University's Commitment Statement, including our employee expectations. Should you receive a job offer, you will be asked to accept this agreement by signing it. Applicants must be able to fully support the [University vision, mission and statement of faith](#) and contribute to the spiritual and academic fellowship of the University.

### Send materials, confidential questions, and/or nominations to:

Dr. Bradford Smith, Provost and Vice President for Academic Affairs  
c/o Kim Campbell, Director of Academic Administration [kcampbell@belhaven.edu](mailto:kcampbell@belhaven.edu)