

Director of the Haugh Performing Arts Center  
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=269328>

Downloaded On: Dec. 15, 2025 10:57pm

Posted Dec. 11, 2025, set to expire Jan. 9, 2026

<b>Job Title</b>	Director of the Haugh Performing Arts Center
<b>Department</b>	Visual and Performing Arts Department Administration
<b>Institution</b>	Citrus Community College Glendora, California
<b>Date Posted</b>	Dec. 11, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Administration - Other Fine Arts - Dance Fine Arts - Drama/Theater Fine Arts - Music Fine Arts - Visual Arts Fine Arts - Other
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6781415">https://apptrkr.com/6781415</a>

**Apply By Email**

**Job Description**

Director of the Haugh Performing Arts Center

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**Recruitment Start Date** 12/09/2025

**Recruitment End Date**

**Open Until Filled** Yes

**First Consideration Date**

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01/26/2026

**Salary Range** M-33

**Pay Rate** \$142,443 - \$187,443 annually

**FLSA Status** Exempt

### **General Description/Summary**

#### **About Citrus College**

Celebrating more than 100 years of service, Citrus College is located in Glendora in the foothills of the San Gabriel Mountains, approximately 25 miles northeast of metropolitan Los Angeles. The college has the distinction of being the oldest community college in Los Angeles County and the fifth oldest in the state.

Citrus College was founded in 1915, with an enrollment of 27 students, under the leadership of Dr. Floyd S. Hayden, who helped bring the community college movement to California. From 1915 to 1961, the college was operated by the Citrus Union High School District.

In July 1961, the Citrus Community College District was created to include the Azusa and Glendora Unified School Districts. In 1967, the district expanded to include the Claremont, Duarte and Monrovia school districts.

Today, Citrus College occupies a 104-acre campus and offers classes on a 16-week calendar (fall and spring semesters), as well as a variety of non-traditional scheduling options - winter session, evenings, summer sessions, and optional class formats, such as hybrid and online education courses.

#### **Mission Statement**

Citrus College provides quality educational experiences that support our students in achieving their academic, professional, and personal goals, empowering them to make positive impacts on their communities and beyond. Citrus College faculty and staff take pride in being student-centered and in cultivating a safe, caring, compassionate, and inclusive lifelong learning environment. Our college community welcomes students from all backgrounds and ensures that they have the opportunity to achieve upward social and economic mobility.

#### **Accreditation**

Citrus College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including filing of complaints against member institutions, can be found at [www.accjc.org](http://www.accjc.org).

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## **POSITION SUMMARY**

Under the direction of the Dean of Visual and Performing Arts, the Director of the Haugh Performing Arts Center (HPAC) functions as the artistic director and manager overseeing the operation of the District's Haugh Performing Arts Center. Management of this program includes, but is not limited to, participating in the development and implementation of Visual and Performing Arts production schedules, Haugh presenting series and community rentals, managing the Center's budgets, maintaining industry contacts, and scheduling staff hours. Vital to this position is marketing and fundraising through corporate support and advertising.

**This is a 12-month classified management position.**

## **Minimum Qualifications/Education and Experience**

- Possession of a bachelor's degree.
- A minimum of six years professional experience in the performing arts industry.
- Evidence of ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Evidence of ability to work effectively as a member of the administration team.
- Evidence of experience and training in the utilization of technology in administrative practice.
- Evidence of experience supervising a complex administrative department responsible for implementation of state and federal regulations.
- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, religious, disability, gender, gender identity, sexual orientation, immigrant status, and cultural background of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment.

## **Preferred Qualifications**

An accomplished professional record of performing arts management, including directing and promoting professional programs, artistic development and marketing. Possesses strengths, experience and a professional record that exhibits strong abilities in the following areas:

**Artistic Programming:** create and implement engaging performance seasons that resonate with diverse audiences. Collaborate with Citrus College departments to develop a performance schedule that best utilizes HPAC.

**Manage Operations:** oversee daily facility operations, ensuring a safe and well-maintained environment, and possess a knowledge of ticketing systems.

**Budget Management:** develop and manage budgets, ensuring financial sustainability and effective resource allocation.

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**Collaborate with Artists:** contract with artists to deliver high-quality performances for HPAC.

**Strategic Planning:** lead strategic initiatives to expand HPAC's reach and impact within the community and with students.

**Marketing & Promotion:** oversee the development and execution of marketing strategies to promote events and increase audience engagement.

**Team Leadership:** supervise staff, coordinate volunteer programs, and foster a collaborative team culture

**Ensure Compliance:** maintain compliance with safety regulations, music rights, and technical performance standards.

### **Licenses and Certificates**

### **Essential Duties and Responsibilities**

- Manages the operation of the Haugh Performing Arts Center including the box office, the scenic studio shop and all ancillary support areas.
- Develops and curates an artistic season of performances through professional contacts including fellow colleagues in the industry, managers, booking agencies, and artists.
- Negotiates and administers complex artist contracts and riders for all performances including touring acts, musical productions, dance concerts, and community programming.
- Promotes community support for performing arts activities through personal contacts, promotions and public relations; develops and actively seeks external funding sources for specific needs including, but not limited to, production sponsorship, equipment, facility maintenance and renovation.
- Administers, in coordination with the Dean of Visual and Performing Arts and Performing Arts Center staff, all activities that impact the use and rental of the Performing Arts Center facilities.
- Maintains a supervisory presence for all HPAC presenting events, which includes evening, weekend, and holiday hours.
- Maintains a leadership role in the center's short- and long-term planning.
- Manages the marketing and sales plan/strategy including pricing and promotions of all scheduled performances in conjunction with the Operations and Promotions Supervisor.
- Manages the hiring and evaluating of the center's office and production staff, and all professional expert, substitute, short-term, and student employees.
- Manages and oversees all production requirements, physical requirements, and budgetary parameters.
- Organizes and schedules all HPAC activities including maintaining all master calendars, and approving rental fees and agreements.
- Manages processes involving front of house and back of house hiring, scheduling, and production timelines and fiscal accountability of these operations.

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- Manages and oversees detailed budgets including production costs, equipment purchases, supplies, rental equipment, labor costs, and client billings.
- Coordinates activities and information between house, producer, and technical crews and outside personnel to assure clear communication and a cohesive production process.
- Participates in the academic goals of the Visual and Performing Arts instructional team, and assists with academic marketing campaigns.
- Communicates District policy and administrative decisions to division personnel and students.
- Administers the collective bargaining agreements among the District and the faculty and classified union.
- Creates an atmosphere of collegiality and support the goals of participatory governance.
- Serves in the selection and evaluation of division personnel.
- Resolves conflict.
- Insures compliance with local, state and federal regulations.
- Prepares and monitor budget for all assigned programs.
- Supervises and evaluates personnel in assigned areas.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

**Department** Visual and Performing Arts Department Administration

**Job Category** Management

**Assignment** Full-Time

**Percentage of Time** 100%

**Months per Year** 12 months

**Work Days per Week** See "Work Schedule per Day" below.

**Work Schedule per Day** Monday through Friday, 8:00 a.m. to 5:00 p.m.; however, this is an exempt management/supervisory-level position requiring some weekend, holiday, and non-conventional working hours in addition to the regular working hours of a collegiate environment.

**Work Shift**

**Bargaining Unit** Unrepresented

**Citrus College Diversity Statement**

**CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because they are perceived to have one or more of the preceding characteristics, or based on

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association with a person or group with one or more of these actual or perceived characteristics.

**SPECIAL INSTRUCTIONS TO APPLICANTS:**

Applications are considered legal documents, and as such, all areas of the application must be completed, or your application packet will be considered incomplete and will not be moved forward. While it may be appropriate in some areas of your application to use "NA" (not applicable), do not use terms such as "see resume" or "see attached". When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Applicants are responsible for ensuring that all required documents, and those additional documents you choose to include, are attached BEFORE clicking the "Finished Attaching Documents" button and confirming. It is advisable to attach "Optional" documents first, and then "Required" documents once you are ready to click on the "Finished Attaching Documents" button and confirming.

Application and Supplemental Questionnaire must be complete. A resume will not substitute for a fully completed employment application and supplemental questionnaire. Incomplete applications will be rejected. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Additional documents CANNOT be added to your electronic application packet once you click on "Finished Attaching Documents" and receive your confirmation number; so, please be sure you have all documents you will upload handy and in an electronic format. THE APPLICANT TRACKING SYSTEM WILL NOT ACCEPT DOCUMENTS LARGER THAN 2MB. IF YOUR DOCUMENTS DO NOT UPLOAD, PLEASE RESIZE/COMPRESS THE FILE. If you do not have all your documents handy at the time you are applying for the position, we advise you to click on "Finish Attaching Documents Later". Be sure, however, to finish attaching your documents BEFORE the close or first consideration date for the position. Please remember, you will NOT be able to attach additional documents after you have selected "Finished Attaching Documents" and have received a confirmation number, and you will not be able to apply for a position after the position has closed.

**About Transcripts**

- Candidates must upload copies of all transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications for this position.
- Official transcripts will be required at the time of the job offer.
- Transcripts must be from the awarding institution and must show that the degree has been awarded

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(or conferred) and the year.

- Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position.
- All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position.
- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

### **Selection Process**

- A selection committee will review application packages of those candidates who have met the minimum qualifications for this position and will select a limited number of qualified candidates for an interview.
- Each candidate may be asked to deliver a presentation on a topic of the selection committee's choice. The candidate will be informed of the topic when an interview appointment is scheduled.
- Each candidate may be asked to complete a writing prompt just prior to the interview.
- Travel costs must be borne by the applicant.
- Final candidates for faculty, management, and supervisor/confidential positions may be interviewed by the Superintendent/President.
- If selected as a finalist, the candidate permits the District to contact current and former employer(s) to investigate employment history.

**Quick Link** <https://employment.citruscollege.edu/postings/1459>

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### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

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