

EXECUTIVE DIRECTOR POSITION

The Chancellor of Rutgers University–Newark seeks a newly minted Executive Director to lead all aspects of its world-renowned **Institute of Jazz Studies** (IJS). The Executive Director will be an experienced leader, fundraiser, and visionary committed to the IJS mission.

The Executive Director will be appointed at the rank of *Assistant Professor of Professional Practice*, which reports directly to the Chancellor in consultation with the Chair of the Department of Arts, Culture and Media (ACM). H/She may teach in and engage with the nationally distinguished *Master of Arts in Jazz History* program and faculty and have an opportunity to work with other academic programs in Arts and Sciences.

The primary responsibilities of this position include:

- Supervising the IJS Director of Operations (DO) with the Dana Library Director, and working closely with the DO to oversee a staff of six full-time distinguished professionals and archival team, including an associate director, archivists, a collections manager, a digital library applications developer, and reference associates
- Producing outstanding, engaged and immersive jazz programming that emphasizes ongoing interaction among a diverse, robust, multi-cultural and multi-generational community of artists, educators, students and enthusiasts
- Developing strategies and plans for generating support for and sustainability of IJS's acclaimed jazz education programs and world class archives, including donor events, fundraising activities, and cultivation of prospects
- Building strong partnerships and collaborations with a number of anchor institutions in the greater Newark metropolitan area, including one of our closest partners, the New Jersey Performing Arts Center (NJPAC), aimed at leveraging the assets that each partner brings to the table to create a vibrant arts and cultural corridor in Newark
- Creating opportunities to study the performance practices and rich cultural legacy of jazz, evidencing both teaching and administrative abilities in working within the institution with faculty, staff and students, and with key partners, stakeholders and audiences beyond the campus

An expanded description and more about IJS may be found at <http://goo.gl/acq3BI>.



INSTITUTE OF **JAZZ** STUDIES 50th anniversary – 1966 - 2016

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To apply, please email your application in Word format (include cover letter, resume, and vision statement for the IJS) to:

**Rutgers University – Newark
Office of the Chancellor
123 Washington Street – Suite 590
Newark, New Jersey 07102
Attn: IJS Executive Director Search Committee
lincoln.farquharson@rutgers.edu**

RUTGERS IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability, protected veteran status or any other classification protected by law. As an institution, we value diversity of background and opinion, and prohibit discrimination or harassment on the basis of any legally protected class in the areas of hiring, recruitment, promotion, transfer, demotion, training, compensation, pay, fringe benefits, layoff, termination, or any other terms and conditions of employment.

In compliance with the Americans with Disabilities Act (ADA), if you have a disability and would like to request an accommodation with regard to the application and selection processes (for example, the online application process or interviews) or have any questions about our website accessibility, please call 848-932-3973 or email us.