



RACHELLE LEWIS TALENT

Animation - VFX - Virtual Production
rachellelewis.com

POSITION: Chair of Animation in Digital Media

LOCATION: Southern California

CONTRACT: 12 Month FT Position

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JOB SUMMARY

The Chair of Animation in the Digital Media department provides educational and administrative leadership for the department and collaborates with other programs and offices to achieve the College's mission. Our client's Digital Media department currently offers Digital Media major with three emphases: Animation, Game and Entertainment Design, and Motion Design, *but* the College plans to divide the program to two majors, 1) Animation and 2) Game Design, with Motion Design remaining as an emphasis. Each program will have its own respective department chair who is responsible for designing and implementing new and ongoing curriculum, scheduling innovative courses, and recruiting faculty and students. This position leads faculty members to innovatively design and deliver contemporary curriculum meeting industry standards, advises students to find their creative and academic paths, and works closely with chairs of other majors, Academic Advising, Admissions and Enrollment, and Student Affairs. The Chair reports directly to the Provost and supervises the Assistant Chair.

RESPONSIBILITIES

- Develops, plans, and implements department vision and objectives that directly support the College's mission, strategic plans, and industry trends.
- Oversees the department's curriculum development, implementation, and assessment based on the College's mission, program's objectives, learning outcomes, and faculty/students' feedback and input.
- Identifies and applies curricular trends and needs philosophically, pedagogically, socio-culturally, academically, and by enrollment driven.
- Collaborating with Admissions and Student Affairs, establishes and reaches enrollment goals by participating in effective student recruitment and retention strategies.
- Makes concerted efforts to recruit, hire, train, and retain strong and diverse faculty. Assesses and forms faculty composition in light of diversity, visibility, and program objectives.
- Regularly evaluates faculty for constructive feedback and improvement.
- Provides strong leadership for departmental faculty to develop the best practices in course development, equitable class management, inclusive teaching pedagogy, and student advisement.
- Provides strong and attentive support to diverse and multi-cultural students for their growth and success.
- Effectively collaborates with Student Affairs to direct students to adequate resources the College offers.

- Provides guidance to resolve concerns and conflicts between faculty and students or faculty and faculty in the department to create a collaborative and respectful learning environment.
- Plans course schedule each semester considering program objectives, enrollment, resources, and faculty course loads based on their rank and status and teaching effectiveness.
- Conducts annual program reviews to meet College-wide assessment and accreditation needs. Assesses strengths and initiates necessary improvements within the department's academic programs to enhance program standing and student success.
- Oversees the development, management, and reconciliation of the program budgets. Allocates budgetary and resource accordingly based on short-and-long-term plans.
- Teaches a minimum of 3 contact hours/week per semester, on average 6 contact hours/week per year total.
- Carries out teaching duties, including providing instructional materials and classroom records and advising students.
- Provides College-wide contribution through participating in Shared Governance, including serving on committees, councils, and taskforces.
- Collaborates with other academic program chairs and directors for coordinating curriculum, course schedule, faculty appointment, and other college-wide policy and procedures.
- Cooperates with Communications and Marketing and Institutional Advancement to increase College and program visibility and to help highlight faculty/student/alumni achievements. Responds to requests for information and/or represents the department at conferences, fundraisers, community openings, any of the College's functions, and other events that serve to support the College's faculty, students, and alumni and furthers the College's academic standing.
- Oversees a wide range of media outlets (i.e., print displays, department website, social media accounts, blogs, multimedia displays, etc.) to ensure accuracy and currency.
- Develops, communicates, and implements departmental policies and procedures within College guidelines.
- Actively networks with relevant creative and educational fields.
- Maintains records of creative practice and/or research.
- Must be able to work efficiently, cooperatively and collaboratively in a team environment.
- Must have strong interpersonal and communication skills.
- Flexible and willing to adapt to changes in the work environment.
- Comfortable working in a multicultural environment and committed to fostering an inclusive culture.
- Strong problem-solving and analytical skills.
- Excellent working knowledge of the Microsoft Office Suite of products including Outlook.
- Demonstrated experience in and a commitment to diversity; the ability to work collaboratively and effectively with various constituencies within the college's diverse communities, internally and externally.
- Performs other related duties as assigned.

REQUIREMENTS

- Terminal degree in Animation/Digital Media or its equivalent professional experience is required.
- Experience in developing educational program in higher art education or Animation Industry is strongly preferred.
- Demonstrated ability to recruit and lead diverse people and programs.
- Demonstrated excellence in leadership/administration in Animation Industry is required.
- Sustained record of minimum 7 years of significant professional achievement in the animation/digital media industry is required.

- Strong organizational, leadership, and collaboration skills are required.
- Excellent verbal/written communication and basic accounting/quantitative skills are required.
- Technological proficiency/adaptability for teaching and administrative responsibilities is required. (i.e., Microsoft Office, Adobe Creative Cloud apps, and other enrollment and project management apps).

If you are interested in talking about this opportunity, please email us and include your resume.

If you fit the criteria, the next step would be setting up a phone call where we can give you the full download after signing an NDA.

Thank you - <http://rachellevlewis.com/>

Contact: lisa[@]rachellevlewis.com with resume if interested.

RLT is an employer-paid talent acquisition company; there is never a fee to the candidates.