**Creative Industry Relations Coordinator Standard Job Description**

**Classification Title:** Creative Industry Relations Coordinator

**FLSA Exemption Status:**Exempt

**Pay Grade:** 11

**Job Description Summary:**

The Creative Industry Relations Coordinator, under general supervision, works collaboratively with directors for academic programs related to specific creative industries (Music, Visualization, Dance, Theatre, etc.) to build, enhance, and sustain relationships between the university and significant employers, professional/trade organizations, advocacy groups, and individuals in creative industries nationally and in the State of Texas. Collaborates to align academic programs with industry needs and trends. Represents the department to major creative industry partners and coordinates with development efforts. Develops professional pathways for students.

**Essential Duties and Responsibilities:**

**40% Industry Collaboration and Representation**

* Establishes and maintains relationships with significant employers, professional organizations, and advocacy groups in the creative industries.
* Represents the department to major creative industry partners and coordinates with development efforts.
* Organizes industry advisory panels to convene with directors and faculty each semester.
* Maintains thorough knowledge of creative industries, their dimensions, and transformations.
* Coordinates all industry relations activities with development officers.

**20% Academic Program Alignment and Development**

* Aligns academic programs with industry needs and trends.
* Maintains understanding of how program curricula relate to professional practices.
* Develops professional pathways for students into creative careers.
* Identifies and cultivates opportunities for student professional development through internships, career fairs, and other events.

**10% Student Preparation and Professional Development**

* Offers periodic workshops for students to prepare them for a constantly changing job market.
* Develops and oversees internship programs and professional development for independent and freelance artists.

**10% Teaching and Instruction**

* May include opportunities to teach courses related to professional expertise.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree or equivalent combination of education and experience

**Required Experience:**

* Five years of related experience

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**