

PERFORMING ARTS ADMINISTRATION COURSES

CE0501

Performing Arts Administration and Operation

Ten-session course
Offered fall semester
2.00 CEUs
\$525.00

This course provides an introduction to effective management for the nonprofit performing arts organization. Course topics include missions and objectives, organizational management and structure, profit versus nonprofit status, budgets, and financial management. The class also will discuss working with artists, negotiating contracts, artistic programming, and developing partnerships.

Fall 2009 schedule:
Wednesdays, September 23 and 30;
October 7, 14, 21, and 28;
November 4 and 18; December 2 and 9
6:30–8:30 pm

CE0503

Fundraising for Performing Arts Organizations

Ten-session course
Offered fall semester
2.00 CEUs
\$525.00

Participants will develop skills and knowledge of fundraising for nonprofit performing arts organizations. Topics will include planning, proposal writing, and strategy design for fundraising; capital campaign development and management; annual fundraising for operations; use of special events; the basics of bequests and estate planning; working with volunteers; organizational leadership; board development; and ethics.

Fall 2009 schedule:
Thursdays, September 24;
October 1, 8, 15, 22, and 29;
November 5, 12, and 19; December 3
6:30–8:30 pm

CE0505

Financial Management for Performing Arts Organizations

Ten-session course
Offered spring semester
2.00 CEUs
\$525.00

This course gives participants the opportunity to develop skills and knowledge of financial management for nonprofit performing arts organizations, including an understanding of the various users of financial information and their expectations and needs. Participants will learn to use such financial management tools as program budgets, organizational budgets, and cash flow. They also will design a budget process and practice interpreting and presenting financial information.

Spring 2010 schedule:
Wednesdays, February 3, 10, 17, and
24; March 3, 17, 24, and 31;
April 7 and 14
6:30–8:30 pm

CE0506

Institutional Development and Leadership

Eight-session course
Offered spring semester
1.60 CEUs
\$425.00

This course explores the issues of organizational development, institutional leadership, strategic planning, and execution. Participants will learn about leadership, governance, strategic planning, and measurement and execution. The course will cover how senior executives conduct organizational analysis, work with boards of directors and senior staff, and adapt performing arts institutions to the ever-changing culture in which they operate. Guest speakers will share perspectives on different class topics throughout the course.

Spring 2010 schedule:
Tuesdays, February 2, 9, and 23;
March 2, 16, 23, and 30; April 6
6:30–8:30 pm

CE0510

Performing Arts Administration Capstone Project

Eight-session course
Offered fall semester
1.60 CEUs
\$425.00

The Performing Arts Administration Capstone Project is designed by the participant and a mentor to showcase professional accomplishment. The capstone project is a tangible demonstration of competence and can be placed in a professional portfolio for prospective employers to review.

Fall 2009 schedule:
Mondays, September 21 and 28;
October 5, 19, and 26;
November 2, 9, and 16
6:30–8:30 pm

Department of Professional Studies and Special Programs

The Department of Professional Studies and Special Programs at Emerson College is a specialized educational organization that provides highly focused learning activities to help professionals advance their careers. The Department serves as a gateway to career advancement in the distinct environments of communication, media, and the arts. Learning activities—such as courses, workshops, seminars, and certificate programs—are offered at various levels of training. Through dedicated instruction, the Department of Professional Studies and Special Programs strives to arm professionals with the knowledge required to remain on top of current industry trends, and to prepare them for success in the communication field of their choice.

The Department of Professional Studies and Special Programs offers non-credit courses and workshops in communication and the arts. Enrollment in non-credit, non-degree courses and certificate programs is open to individuals who have a high school diploma or GED. Prerequisite requirements apply in some instances.