



Position Profile: Cairn University, Dean of the School of Music

Cairn University is seeking a qualified candidate for Dean of the School of Music.

Cairn University's mission is to educate students to serve Christ in the church, society, and the world as biblically minded, well-educated, and professionally competent men and women of character.

Cairn is a conservative evangelical institution within the protestant tradition that employs faculty and staff who profess Jesus Christ as personal Savior, agree to Cairn's Statement of Faith and Community Life Covenant, and serve students in a ministerial capacity through imparting and upholding biblical instruction, prayer, and mentoring. Members of the faculty are required to integrate biblical instruction in their respective professional subject areas. Applicants must provide a Personal Testimony of salvation as part of the application process.

To apply, please complete the online Employment Application. You may upload and submit your resume/CV, cover letter, and unofficial transcripts with the application.

Department Purpose: The School of Music at Cairn University is dedicated to serving a diverse Christian student population by delivering the highest quality music education, preparing students for a multitude of career and ministry opportunities.

Goals: Implicit in the School of Music and Performing Arts' mission are specific goals, including:

1. **Artistic Excellence and Biblical Truth:** Educate and inspire music students to integrate artistic excellence, professional skills, and biblical truth.
2. **Gift of the Performing Arts:** Awaken students to the performing arts as an expressive gift of God's creation, engaging them in participation, understanding, and enjoyment.
3. **Faculty Growth and Scholarship:** Support faculty in their ongoing artistic growth and scholarly research.
4. **Community Resource:** Serve the University and surrounding community as a resource for worship, education, and enrichment.



School of Music Profile: The School of Music at Cairn University is a vibrant hub of creativity, innovation, and excitement in the diverse world of music. Our world-class faculty and inspired students form a community that fosters creativity and encourages excellence in music exploration. We invite students who aspire to be educators, performers, and worship leaders to join us on a unique musical journey.

Majors:

- **Music Education:** Leads to a Bachelor of Music (BMus) degree, as well as PA Instructional 1 and Association of Christian Schools International (ACSI) certification PK-12 grades.
- **Music Performance (BMus)**
- **Worship & Music (BA)**
- **Worship & Music (MA)**
- **Music Composition (BMus)**
- **Music (BA)**
- **Music (BA) / MBA**

Accreditation: The School of Music and Performing Arts achieved accreditation by the National Association of Schools of Music (NASM) in 1979. The program achieved associate membership in NASM in 1972. The curriculum adheres to NASM standards required for the Bachelor of Music degree.

Student Life: Situated just 25 minutes from Center City Philadelphia and 1.5 hours from New York City, Cairn offers easy access to cultural experiences like Broadway and the Philadelphia Orchestra. On campus, the University regularly hosts music seminars and masterclasses, and offers a range of ensemble opportunities for students to perform both locally within a close-knit community, as well as globally.

Music Facilities: The music facilities include a two-story building housing faculty studios, offices, classrooms, and rehearsal and practice rooms. Additionally, there is a music technology lab equipped with synthesizers and computers with music education and composition software. Performance venues include the 150-seat Lewis Holmes Recital Hall, the William Chatlos Auditorium, Manor Hall, and various pipe organs, electronic organs, and pianos.



In 2004, the University was designated an **"All-Steinway School,"** signifying that approximately 90 percent of all pianos used are made by Steinway and Sons.

Position Summary: The Dean of the School of Music at Cairn University serves as a vital member of the Academic Leadership team, entrusted with the authority to oversee all administrative aspects of the School.

Essential Duties and Responsibilities:

- Execute all administrative responsibilities associated with the School.
- Provide visionary guidance in developing and teaching a curriculum aligned with the University's mission and School goals.
- Participate actively in the recruitment and development of effective faculty members.
- Direct the continuous assessment and enhancement of the School's curriculum.
- Serve as a key member of the Academic Leadership team.
- Offer advisory support to the Provost on University policies, especially those related to the School.
- Formulate appropriate educational policies for the School and guide their approval.
- Contribute to the formulation and administration of annual operating and capital budgets.
- Keep faculty informed about evolving educational practices impacting the School.
- Work with department chairs to assign semester teaching responsibilities.
- Teach an appropriate number of courses within the School of Music. .
- Assess faculty performance in line with the University's performance appraisal guidelines.
- Make recommendations to the University Rank Committee regarding faculty promotions.
- Lead and plan School faculty meetings as part of the University's meeting schedule.
- Work with the Provost to prepare accreditation documents and site team visits.
- Collaborate with Marketing, and Admissions on recruitment and retention strategies.
- Serve as a liaison between the School and University educational resources and support services.
- Oversee support staff working in other departments concerning their support for the School.

Proficiencies, Required Education, and Experience:

- Possession of an earned doctorate or terminal degree in a relevant discipline
- A clear understanding of and alignment with the University's mission and the School's contribution to fulfilling it
- Strong team-building and interpersonal skills
- Ability to develop and oversee an annual budget
- Proven organizational and administrative skills
- Commitment to leading faculty and students in developing and cultivating their Biblical worldview
- Preferred experience and expertise in the academic world

Characteristics/Skill Sets for the Dean Position:

- A persuasive advocate for the School of Music, with high energy and strong interpersonal skills

- In tune with the ever-evolving music landscape, facilitating student career guidance and discipleship
- An ability to lay a theologically responsible foundation for church worship and liturgy suitable for a variety of church denominations
- A career advisor well-versed in music-specific career paths, fostering existing student relationships
- A guiding presence in the music world with a Christian perspective, offering visionary leadership
- Capable of providing constructive guidance to students and supporting faculty as needed
- A holistic educator who assesses individual strengths and weaknesses, offering tailored recommendations
- Well-versed in both classical and contemporary music realms
- Able to envision diverse career paths for graduates, from orchestras to churches to classrooms and beyond

Vision for the Future:

- Expanding options for business classes at the undergraduate level within the music program
- Focusing on recording/production technology and digital music
- Integrating learning outcomes into curriculum developed to help students navigate social media and multimedia platforms
- Developing new certificate programs to meet the ever-changing market demands for lay education and professional development in the areas of worship and music and music technology
- Introducing teaching internships for performance majors
- Exploring innovative approaches to music in growth areas, bridging gaps between different genres
- Nurturing musical entrepreneurship and teaching students to find their niche in the market
- Addressing the high demand for music education in schools, especially in digital music and technology
- Responding to student interest in digital music and film scoring