

UNIVERSITY OF COLORADO BOULDER
COLLEGE OF MUSIC

**GRADUATE CERTIFICATE
ARTS ADMINISTRATION**

credit hours

Introduction to Arts Administration (MUSC 5978) 3

Offered in Fall semester only; serves as a pre-requisite for the next 2 courses

This course will meet T-TH 3-4:15 in The Stadium, Room: STAD 367. It will be available through distance learning if you cannot come to campus, but only at the times listed.

This course will introduce students to the fundamentals of managing arts organizations. General subject areas include organizational structure, mission, planning, programming, operations and ticketing, venue management, governance and boards, financial management, fundraising, marketing, and advocacy. Current trends and issues in not-for-profit administration will be explored through case studies and discussions about arts organizations in the news.

Management and Leadership in the Arts (MUSC 5938) 3

Offered in the Spring semester only. Prerequisite: MUSC 5978, or permission Of the Instructor. This course is available ONLY online, so it units of learning Will have their own deadlines, and you can take the course from anywhere.

This course will present leadership theories and management principles and their application to arts organizations. It will examine concepts and approaches for leaders of small, medium, and large arts organizations in both the for-profit and not-for-profit sectors, including human resource management and effective communication.

Sustainable Arts Organizations: Forecasting and Fund-Raising (MUSC5948) 3

Offered in the Spring Semester only (place and time TBA). It will be available through distance learning if you cannot come to campus, but only at the times that will be listed.

This course will equip students to create comprehensive fundraising plans rooted in strategic business planning for arts organizations that depend on contributed income for sustainability. Students will learn the basics of planning, budgeting and forecasting, followed by proven, effective fundraising strategies and techniques. Course will include case studies and guest speakers with extensive professional expertise in the field.

TOTAL 9
