

Director of Confucius Institute for Dance and Performance – Additional Information

Instruction

The Director of a Confucius Institute is the person in charge of the Confucius Institute, being responsible for the overall operation and administration of the Institute. This Guide for Directors of Confucius Institutes aims to facilitate the Directors' effective completion of their duties.

Requirements for a Director

1. Being passionate about the work of Confucius Institutes with a strong sense of mission to promote friendly relations between China and the country where the Institute is located;
2. Having obtained a bachelor's degree or above and serving as a long-term employee of the institution in which the Confucius Institute is operated;
3. Foreign directors shall have a sound comprehension of current Chinese national issues and should ideally communicate in Chinese in their daily lives; Chinese directors must have overseas working experience and be proficient in the languages of the countries where the Confucius Institutes are located;
4. Having relevant teaching and administrative experience;
5. Having an innovative, pioneering spirit and being capable of organizing events and mobilizing people;
6. Having a strong ability to conduct public relations and deal effectively with emergencies.

Duties and Responsibilities

7. Abiding by the Constitution and By-Laws of the Confucius Institutes;
8. Having a practical understanding of the capital management regulations of the institution in which the Confucius Institute is operated and the Regulations for the Administration of Confucius Institute Headquarters Funds;
9. Drafting development strategy; executing plans for annual projects, implemental efficacy reports, budget proposals, and final financial accounts, etc.;
10. Drafting regulations for personnel and financial management for the Confucius Institute; taking charge of personnel and financial management;

11. Establishing and sustaining archive management. The archives shall include relevant agreements, minutes of meetings of the Board of Directors, annual plans and reports, important letters, files of students and instructors, registration records of fixed assets and bills, publicity materials, pictures of activities, media coverage reports and stories, etc.;
12. Designing a variety of curriculum schemes, instituting general regulations for admission, and organizing assessment of teaching and teacher training programs;
13. Formulating market development schemes;
14. Organizing Chinese language and culture promotional activities;
15. Being responsible for reporting to the Confucius Institute Headquarters, submitting work briefings biannually, and reporting major events and their summaries as required by the Headquarters;
16. Carrying out research on local language policies and demand for Chinese language instruction;
17. Conducting exchanges and collaborations with local governments, schools, enterprises, organizations, and media, etc.;
18. Attending the Confucius Institutes Conferences and submitting exchange materials upon request;
19. Joining the Board of Directors at the Confucius Institute for which he/she works and calling for provisional Board meetings when necessary;
20. Understanding the operation and functions of different departments within the Confucius Institute Headquarters, becoming familiar with the resources of the Headquarters and application procedures for books and teaching materials, instructors and volunteers, HSK (Chinese Proficiency Test) test centers, Certificate for International Chinese Language Instructors test centers, Confucius Institute Scholarships, summer and winter camps, expert lecturing groups, and exhibition and performing groups, etc.