Carnegie Mellon University
Heinz College
Master of Arts Management Program

Course Number: 93813
Meets: Thursday, 4:30 PM – 7:20 PM
Location: Pittsburgh Cultural Trust
803 Liberty Avenue, 4th Floor Conference Room, Pittsburgh, PA 15222

Professor: J. Kevin McMahon
Email: mcmahon@trustarts.org

COURSE DESCRIPTION
An overview of the complexities of managing an arts facility through a variety of class
discussions based on real world situations with practicing senior arts managers combined with
on-site tours of arts facilities.
(See Class Syllabus)

COURSE OBJECTIVES
• Gain an understanding of the complexities of managing an arts facility.
• Review real world case studies of facility issues.
• Hands on opportunities to observe back stage operations.
• Review on-site facility issues with practicing professionals to enhance students’ appreciation
  for a wide variety of strategies employed by different personnel.
• See attached course class schedule.

REQUIRED TEXT
• Many handouts will be distributed for class discussion.
• New York Times’ daily arts section for current, relevant articles.
• Weekly Art’s Journal Blog for current, relevant articles.

ATTENDANCE AND PARTICIPATION / GRADING CRITERIA (EVALUATION METHOD)
Attendance and active class participation are required for this course. With the exception of
absences excused in advance, the attendance and participation grade will be lowered for lateness,
absence and lack of participation, or failure to complete written assignments. This is a pass / fall
course.

SUBMISSION OF ASSIGNMENTS
There are two short written assignments, one of which is a group project.

ACADEMIC CONDUCT
Students are subject to Carnegie Mellon University’s policies on academic integrity. Plagiarism
is a serious offense and can result in failing the course and other disciplinary action. Plagiarism
includes, but is not limited to:
• Presenting another writer’s work as your own;
• Cutting and pasting content verbatim without using quotation marks to indicate a direct quote
  or paraphrasing content without citing the source in-text using parenthetical references,
  footnotes, or endnotes in addition to listing each source on the Works Cited, References, or
  Notes page in a manner consistent with the format detailed in an approved style guide;
• Providing incomplete or incorrect information about the source cited.
COURSE POLICIES / EXPECTATIONS
This course is designed to provide some discussions of actual real world work place situations. The class is a seminar interactive session that requires students to actively participate in discussions. The program specifically seeks to provide an actual work (non-classroom) setting within an appropriate office (workplace) environment. Students are also encouraged to engage in development of class discussions through questions on topics of interest to students based on their own work experiences.