Events and Communications Manager (SMAT)

Department: School of Music, Art, and Theatre (SMAT)

Reports To: Interim Dean – School of Music, Art, and Theatre

Position Summary: The Events and Communications Manager for SMAT is an essential role that provides support for the successful execution of all curricular and co-curricular events in music, art, and theatre.

Essential Responsibilities:
- Work collaboratively with faculty (specifically the Carlson Gallery Director, Theatre Department Chair, and music ensemble directors) and others to gather information about all SMAT events for wider promotion
- Manage a SMAT calendar of events for internal and external purposes
- Manage all facility and personnel details related to on-campus, off-campus (including tours or runouts/outreach) and virtual events for music, art, and theatre, including recruitment and summer programming (e.g., scheduling, reservations, contracting, payment processing, media services, photography, live streaming, ticketing, communications, physical plant/custodial, waivers/media release forms, keyboard technician, catering, press releases, etc.)
- Maintains email and postal mailing lists used for promotional materials
- Coordinate the creation and distribution of print and electronic communications relating to SMAT events, including recruitment and summer programming (SMAT semester newsletter, University calendar of events, programs/posters/social media, advertising, e-blasts, mailings, etc.)
- Coordinate SMAT involvement in special campus functions (e.g., Homecoming, Convocations, Commencements, Honor Programs, etc.)
- Manage student worker assignments on a variety of tasks (Graphic Design Assistant, Social Media Assistant, etc.)
- Manage music ensemble budget lines.
- Attend bi-weekly SMAT meetings, department meetings and chairs meetings as needed
- Assist the Dean with other projects as needed

Other Desirable Qualifications:
- Experience with audio and video recording and editing, and live streaming
Essential Qualifications:
- Personal commitment to and ability to effectively articulate North Park’s mission and philosophy of Christian higher education.
- Bachelor's degree required, master’s degree preferred in Music, Art, and/or Theatre
- 3-5 years professional work experience, preferably in non-profit, higher education music, art, and/or theatre events management
- Work experience in event promotion and marketing, particularly on social media platforms (Instagram, Facebook, YouTube, etc.)
- Excellent interpersonal, oral and written skills.
- Adaptable and flexible, able to prioritize and respond effectively to multiple demands.
- Ability to work evenings and/or weekends.
- Strong computer skills (e.g., Microsoft 365 – Outlook, Word, Excel, PowerPoint, OneDrive, SharePoint, Teams, Forms, etc.; Learning Management Systems – Canvas; Ellucian – Colleague; Eventbrite; YouTube; Facebook; Instagram; and more)

Effective Date: July 1, 2021

NOTE: Nothing in this job description restricts the supervisor’s right to assign or reassign duties and responsibilities to this job at any time.