



Job Classification Description

SOUNDINGS COORDINATOR/ASSISTANT DIRECTOR OF CULTURAL PROGRAMMING/CSC

**VSC – UP PAT Bargaining Unit
11 month position**

**Grade 11
Exempt**

BASIC FUNCTION

To serve as College's Sounding Coordinator in administering Soundings Program and as Assistant Director of Cultural Programming in assisting Director on Arts Reach Program and other Fine Arts Center related duties.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Assistant Director of Cultural Programming Duties:

Soundings Program

- Provide administrative support to Soundings, INT 1051 and INT 1052: Introduction to the Liberal Arts.
- Administer and implement all necessary arrangements associated with events.
- Coordinate events with Physical Plant, ARAMARK, Technical Services, Communications, Public Safety and other affected departments.
- Supervise Soundings work-study students and oversee Soundings office.
- Record and report student grades.
- Assist with the production and distribution of Soundings publications.
- Provide administrative support to the Cultural Affairs Committee.
- Oversee performances as needed.
- Contribute to overall campus audience development efforts.

Arts Reach/Fine Arts Center

- Assist Director in planning and presenting Arts Reach performances.
- Serve as liaison to the public schools in promoting Arts Reach program.
- Assist Director in various administrative duties, including preparation and mailing of educational materials. Communicate with institutions.
- Assist the Fine Arts Center's academic departments performances by serving as a liaison with various on-campus departments.
- Serve as box office manager in Director's absence.
- Oversee performances as needed.
- Contribute to overall campus audience development efforts.

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SUPERVISION RECEIVED

General supervision is received from the Assistant Dean for Campus Life for Soundings duties and from the Director of Cultural Programming for Arts Reach/Fine Arts Center duties.

SUPERVISION EXERCISED

Administrative and functional supervision over student workers.

MINIMUM QUALIFICATIONS

Associate's degree or Bachelor's degree, plus two to three years relevant experience in administrative and/or performing arts or a combination of education and experience from which comparable knowledge and skills are acquired.

- Excellent organization skills
- Ability to deal effectively with a wide range of College students, personnel, as well as media contacts, facilities users and others outside the college. Excellent communication skills.
- Prior experience with events coordination, technical theater, arts programming.
- Proficient in multiple computer software applications.
- Ability to handle multiple projects and shifting priorities.
- Ability to work a flexible schedule.
- Weekend and evening work is required.

This general outline illustrates the type of work, which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.

10/06