Program & Facility Coordinator

Department: Creative Arts
Recruitment #: S1642
Closing Date: Review begins July 5, 2016. Position is open until filled.

This is a full-time, 12-month, annually renewable, unclassified position in the Creative Arts Division (CAD) at Western Oregon University in Monmouth. The Creative Arts Division houses three departments (Art, Music, and Theatre/Dance) that offer undergraduate and graduate degrees, including BFA degrees, and provides core curricula in the creative arts that develop student skills in the areas of creative thinking and practice, problem solving, teamwork, intercultural competence, and critical thinking.

MINIMUM QUALIFICATIONS

- Experience managing budgets, office management, and staff supervision
- Working knowledge of databases (e.g., how to build a database; how to input and extract information) including Microsoft Word, Excel or similar programs.
- Demonstrated experience working calmly and effectively amidst frequent interruptions and competing priorities and needs

Preferred Qualifications:

- Bachelor’s degree in Creative Arts or a related field from an accredited college or university, or commensurate professional experience within the Creative Arts
- Experience with Adobe InDesign
- Demonstrated experience with Banner SIS/FIS

DUTIES AND RESPONSIBILITIES

**Budget and Payroll**

- Assist the Division Chair and unit department heads with complex budgeting, personnel, and payroll processes involving diverse funding sources.
- Track expenditures, prepare budget reports and support effective and timely use of funds.
- Initiate payroll processes for numerous one-time performers, non-tenure track faculty, and tenure track faculty. Maintain and monitor workload information on TT and NTT faculty, using complex formulas specific to CAD fields.

**Academic Support and Scheduling**

- Coordinate academic-related courses, studio, lab, and facility scheduling within Creative Arts including managing available studio, practice, rehearsal and performance spaces.
- Build academic schedule in Banner, assure scheduling information is accurate before submitting to the dean’s office, and make necessary corrections to schedules.
- Complete annual building/room use inventory, for divisional, college, and university planning purposes.
- Serve as CAD point of first contact with physical plant and University Computing Services around facilities and technology issues.
- First line response to student, faculty, staff and visitor questions, providing effective and responsive customer support.

**Rice Auditorium Box Office Oversight and House Management**

- Box office management for theatre and dance productions in Rice Auditorium, including hiring, work assignment, supervision and training of up to 12 student workers; organizing and delegating to student workers the sale of tickets; management of cash and the batching of credit card transactions; box office operations for night-of outside performances.
• Schedule/hire, train and supervise ushers and House Managers as needed. Oversight of concessions operations.

Facility Scheduling and Coordination
• Communicate with Rice Facility Manager regarding all requests to use Rice Auditorium and make decisions about use of Rice Auditorium.
• Communicate with users and potential users of Rice Auditorium concerning scheduling, costs, technical and general event support needs.

WORKING CONDITIONS:
The expectation of the position holder is that he/she will be available to work as needed to manage the Rice Auditorium Box Office and be present at events including Preview Days, SOARs and IFC committee meetings. This may include evenings, weekends and holidays; compensatory time is available.

TO APPLY SUBMIT THE FOLLOWING (PDF preferred):
1) WOU Employment Application form (available at www.wou.edu/prostaffapp)
2) Letter of application
3) Resume
4) Contact information for three references

Send to: S1642, Program & Facility Coordinator, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; OR e-mail to employment@wou.edu; OR fax to: 503-838-8144.

Western Oregon University is an AA/EO/Veteran/Disability employer committed to increasing the diversity of its workforce.