

Managing Assistant Director of Audience Services Kean University

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Posted Dec. 5, 2019, removed Feb. 26, 2020

Job Title	Managing Assistant Director of Audience Services
Department	Theatre Management and Programming Office
Institution	Kean University Union, New Jersey
Date Posted	Dec. 5, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Arts/Museum/Theater Administrative Support/Services
Job Website	https://www.kean.edu/offices/human-resources/employment/staff-positions
Apply By Email	tmpojobs@kean.edu

Job Description

Under the supervision of the Director of Arts Programming, the Managing Assistant Director of Audience Services (Managing Assistant Director III) is responsible for managing day-to-day audience services and cultivation of programming for the Enlow Recital Hall and for audience services and marketing for all professional performing arts programs at Kean. The Managing Assistant Director is responsible for creating policies and procedures related to audience services, marketing management and other theatre operations as needed; and performs related work as required. This position requires a flexible schedule including evening and weekend hours.

Qualifications: Graduation from an accredited college with a Bachelor's degree and a minimum of two years of related professional experience is required. Candidate must have familiarity with Adobe Suite, Google Docs and Microsoft Office, including Excel and Word. Excellent written and oral communication skills are essential. Industry knowledge and/or passion for the arts is a plus. Must have the ability to

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work evenings and weekends as needed.

Application: Please send cover letter, resume and contact information for three professional references to: Mr. John J. Wooten, Director of Arts Programming, Theatre Management and Programming Office, by email to tmpojobs@kean.edu. Candidacy review begins immediately and continues until appointment is made. Official transcripts for all degrees and three current letters of recommendation are required prior to the starting date of employment.

EEO/AA Policy

Kean University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Mr. John J. Wooten
Theatre Management and Programming Office
Kean University
Union, NJ

Contact E-mail tmpojobs@kean.edu