

LONG POSITION ANNOUNCEMENT

August 23, 2011

Position: Marketing/Publicity Coordinator for University Center for the Arts
Employment type: 12-month, part-time, Administrative Professional
College: College of Liberal Arts
Department: Music, Theatre and Dance

Salary: Entry-level for part-time position

Responsibilities: The University Center for the Arts (UCA) Marketing/Publicity Coordinator reports and is accountable to the Chair of Department of Music, Theatre, and Dance and is supervised by the Marketing Director, School of the Arts. This part-time position bears responsibility for select projects of marketing, publicity, and public relations campaigns for the arts productions and events at Colorado State University. Marketing/Publicity duties include agreed-upon performances and recruiting strategies and materials. The marketing/publicity is directed to a variety of audiences: students, media, the business sector, general public, alumni, outside scholars and researchers, as well as prospective students. Major functions include marketing ticket sales and sponsorships, the creative positioning of the UCA in the media including writing press materials, creation and distribution of promotional materials, website updates and the creation and execution of other marketing and publicity initiatives to meet departmental goals. The Marketing/Publicity Coordinator must deal with responsibilities in an independent and creative manner within the departmental goals and university regulations.

Qualifications: Required: bachelor's degree in the performing arts and professional or academic publicity/marketing experience. Highly desirable criteria: experience and/or knowledge specific to the arts. Graphic design experience and proficiency with Adobe Creative Suite is required.

Colorado State University is a land grant institution with a student enrollment of approximately 25,000 students in over 150 programs, and a faculty numbering 1,513. The College of Liberal Arts, within which the department is located, is the largest college in the University.

The Department of Music, Theatre and Dance, located within The School of the Arts, has 30 tenured and tenure-track faculty as well as 35 adjunct faculty. There are currently over 550 undergraduate and graduate majors in the program.

The *University Center for the Arts* is a nationally recognized state-of-the-art 350,000 square foot facility, that includes a 550-seat concert hall, a 275-seat organ and chamber music recital hall, a 320-seat thrust theatre, a 100-seat black box theatre, a 200-seat dance theatre, dedicated rehearsal, production and research spaces, along with classrooms, labs and practice rooms. The center also holds two museum spaces for the School of the Arts.

To Apply:

Please email a letter of interest, resume, contact information for three references, and any relevant support materials by mail to: Walton Jones, Chair, Search Committee, Department of Music, Theatre, and Dance, 1778 Campus Delivery, Colorado State University, Fort Collins, CO 80523-1778 or electronically to Linda.Parent@colostate.edu. Due to nature of the recruitment for this position, travel funds to a maximum of \$350.00 will be available per candidate for interviews. For clarification or further information, please contact Walt Jones, Director of Theatre: walt.jones@colostate.edu. Applications will be considered until position is filled; however, applicants should submit applications by September 18, 2011 for full consideration. Start date: October 1, 2011.

Colorado State University does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.

Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.

SHORT POSITION ANNOUNCEMENT

Marketing/Publicity Coordinator for University Center for the Arts
12-month, part-time position

Colorado State University seeks a Marketing/Publicity Coordinator for University Center for the Arts. Required BA in in the performing arts with sufficient academic or professional experience in promotions and marketing for the performing arts. Graphic design experience and proficiency with Adobe Creative Suite is required. Position open until filled; however, full consideration will be extended to applications received by application deadline date: September ~~15~~ 18, 2011. Start date: October 1, 2011.

CSU is an EO/EA/AA employer.

Colorado State University conducts background checks on all final candidates.

For complete job description: www.sota.colostate.edu