Wofford College invites applications for an energetic, creative, art-loving arts center manager. Located in the impressive Rosalind Sallenger Richardson Center for the Arts, a 6,500 square-foot building housing Wofford College’s departments of Art History, Studio Art and Theatre, as well as the college’s museum and gallery spaces, the arts center manager reports directly to the chairs of the Theatre Department and Department of Art and Art History and has primary responsibilities to provide administrative and operational office functions and support to these departments and the museum, as well as to administer the departments’ marketing and communications and events schedules.

The arts center manager is a full-time exempt position. The normal college hours are 8:30 a.m. to 5 p.m., Monday through Friday and the minimal work hours expected are 40 hours per week. Contingent on events and activities, occasional evenings and weekends will be required.

**EXPECTATIONS:**

**50% Office management.** Provide administrative and operational office functions and support to the departments and department faculty. Duties include, but are not limited to the following:
- Hiring and supervising student workers.
- Responsible for making facilities and maintenance requests (when required or as needed) to resolve building maintenance needs or issues.
- Managing travel arrangements for visiting artists and lecturers.
- In coordination with studio art and the studio manager, order supplies for studio art courses.
- Manage and administer the Theatre Department’s box office operations, including training a staff of student workers, managing ticket sales through the online ticketing agent and resolving patron issues efficiently.

**35% Marketing and communications.** Communicate about and market theatre productions, art exhibitions, academic lectures, outreach and other events to targeted campus, local and regional communities, and discover connections between the colleges’ and/or department’s artistic output and appropriate communities. Marketing duties include, but are not limited to:
- Maintain and update the department webpages.
- Administer and manage social media accounts for the visual and performing arts departments.
- Writing, editing and designing promotional materials for exhibitions, theatre productions, lectures, etc.

**10% Events management.** Manage and administer all event and meeting scheduling in the arts center, working with event planners to consult on available spaces, coordinate event details including negotiating rental agreements, and other related events or scheduling tasks.

**5% Other duties as assigned.** As a valued staff of the college, the arts center manager may be assigned to participate in specific projects or perform college service, including participating in college events, committees, or working groups as elected, appointed or assigned. Other expectations include, but are not limited to:
- Stay abreast current trends and participate in required trainings or seminars.
- Perform related administrative functions or supports as required.
QUALIFICATIONS:
A bachelor’s degree is required for appointment. Office administrative and support functions experience, effective technological hardware and software knowledge and use, and effective communication skills (written and verbal) are required.

Supervisory experience, events planning and management experience, and project management experience are highly desired. The incumbent works under general supervision; thus, being self-motivated and having the ability to work both independently at times, as well as collaboratively within a team environment, will prove to be valuable in this role. Artistic creatively, studio arts and/or theatre facilities/center management experience and proficiency with Adobe Creative Cloud software are highly preferred.

APPLICATION:
Application materials should be submitted electronically to ACM@wofford.edu with “ACM Position” as the subject line. Application materials include: (1) a cover letter describing your interest and how you meet the qualifications for this role, (2) a current resume, and (3) contact information for minimally three professional references to ACM@wofford.edu. For assured consideration, application materials must be received no later than midnight, Sept. 5, 2021.

ABOUT WOFFORD COLLEGE:
Wofford College, established in 1854, is a private liberal arts residential college located a few blocks north of downtown Spartanburg, South Carolina. Wofford offers 27 major fields of study to a student body of 1,764 undergraduates and is nationally known for the strength of its academic program, outstanding faculty and study abroad participation. Wofford is home to one of the nation’s 290 Phi Beta Kappa chapters. The college community supports 19 NCAA Division I athletics teams and numerous student organizations, including honor societies, professional organizations, faith-based organizations, club sports and three publications.

Wofford’s priorities increasingly reflect commitments to diversity, inclusivity and coalition building. Created in the spring of 2015, the President’s Diversity, Equity and Inclusion Committee has executed the recommendations of Wofford’s 2014 Strategic Vision Plan: to increase the diversity of students, faculty and staff; to support programming and policy geared toward equity; and to link its investment in diversity to sustainable partnerships with the Spartanburg community. Working alongside Wofford’s Center for Community-Based Learning, the committee has helped Wofford restructure campus leadership; develop diversity training for faculty and staff; increase geographic, racial, ethnic, socioeconomic and LGBTQ+ representation; and increase funding for diversity-related programming.

EEO STATEMENT:
Wofford College values diversity within our students, faculty and staff, and strives to recruit, develop and retain the most talented people. Wofford College does not discriminate in employment on the bases of race, color, creed, religion, sex, sexual orientation, transgender status, gender identity, age, national origin, disability, veteran status or any other legally protected status in accordance with applicable federal, state and/or local laws.

It is the policy of Wofford College to provide reasonable accommodations for qualified individuals with disabilities for employment. If you require any accommodations to participate in any part of the hiring process, please contact HumanResources@Wofford.edu.

TITLE IX COMPLIANCE:
In compliance with Title IX of the Education Amendments of 1972, Wofford College does not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of sex. Policies and procedures for addressing complaints of discrimination and harassment can be found at www.wofford.edu/titleix. Inquiries related to the application of Title IX at Wofford are as follows: