Job Title: Performing Arts Theatre Specialist
Job ID: 25455
Location: College of Staten Island
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 10,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate’s, bachelor’s, master’s and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI’s internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College’s faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

Reporting to the chair of the department, the Performing Arts Theatre Specialist:

- Coordinates and provides technical support for Drama, Music and Dance, particularly performances, concerts and productions.
- Maintains all Music, Dance and Drama facilities on campus, including inventories and equipment. Contracts with outside vendors for the repair and maintenance of all equipment.
- Researches opportunities for external funding sources to support the programs
- Manages budgets for each program, hires and coordinates labor as needed, and procures equipment and supplies.
- For Music, Dance and Drama productions, concerts and performances, organizes all publicity materials while also assisting in design work, include sets, costumes, lights and/or sound.

QUALIFICATIONS

Bachelor's degree and four years' related experience required.

Preferred qualifications include:

- Relevant experience working in arts production or management in a professional or academic setting
- Demonstrated interpersonal and communication skills, with the ability to build good, lasting relationships with entities that are essential to arts production.
- Knowledge of performance production schedules and the ability to consistently meet tight deadlines.
- Experience managing arts publicity in various formats
- Working knowledge of technical design equipment for the performing arts, including lighting and sound. Experience working with vendors and procurement
- Working knowledge of Microsoft Office and Adobe Illustrator
- Ability to work some nights and weekend hours
CUNY TITLE OVERVIEW

Administers performing arts center programs, as well as productions in other College venues throughout the year.

- Assists management in program planning and goal-setting
- Participates in building relationships between the center and external community and arts organizations
- Collaborates with College academic and administrative departments to assure successful programs
- Trains and supervise center staff
- Assists with routine administration such as booking, scheduling, and maintenance of systems and equipment
- Plans, prepares, and implements center-wide marketing plans
- Coordinates efforts with technical personnel on designing and building of productions
- Performs related duties as assigned.

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CUNY TITLE

Higher Education Assistant

FLSA

Non-exempt

COMPENSATION AND BENEFITS

$68,004 - $90,375

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, please visit http://cuny.jobs/ and enter the Job ID# in the “What” section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

**Candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law. Being fully vaccinated is defined for this purpose as being at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. Final candidates must be fully vaccinated as of their first day of employment.

**Until further notice, this is a hybrid position, eligible to work remotely and work in the office. All CUNY employees must reside within a commutable distance to the tri-state area.

CLOSING DATE
November 12, 2022

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.