

Job Title: Performing Arts Center Specialist

Job ID: 30621

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 Performing Arts Center Manager, the Specialist:

- Coordinates the scheduling and recruitment of stagehands, technical crew, and front-of-house personnel to ensure adequate event staffing and coverage
- Partners with Public Safety and Facilities to confirm operational support and staffing needs for campus events and performances
- Assists the Manager in preparing detailed event invoices, drafting contracts, and organizing event timelines and logistics
- Executes event space setups, ensuring alignment with production specifications and client expectations
- Oversees and maintains the ticket sales software system, troubleshooting issues and ensuring accurate reporting and user functionality

QUALIFICATIONS

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

Preferred qualifications include:

- Minimum of two years' experience in performing arts or theater administration
- Demonstrated excellence in written and verbal communication across in-person, phone, and digital platforms
- Availability to work a flexible schedule, including occasional evenings and weekends as needed

- Proven adaptability and problem-solving skills in a fast-paced, dynamic environment
- Strong passion for the performing arts and a clear commitment to advancing the mission of the college

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. .

Job Title Name: Performing Arts Theatre Specialist

CUNY TITLE

Higher Education Assistant

FLSA

Non-exempt

COMPENSATION AND BENEFITS

\$52,267 - \$56,447

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.

*CUNY is in the process of implementing salary schedule increases. Once implemented, salaries of eligible employees will be adjusted by 6.09% with additional increases of 3.25% effective 9/1/2025 and 3.5% effective 9/1/26, in accordance with the terms of the PSC-CUNY collective bargaining agreement.

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.

CLOSING DATE

August 7, 2028

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.