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## Position Announcement

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Western Connecticut State University  
Danbury, Connecticut 06810  
[www.wcsu.edu](http://www.wcsu.edu)

Western Connecticut State University  
Division of Academic Affairs  
**Visual & Performing Arts Center Events Coordinator**

Western Connecticut State University is pleased to announce that applications are being accepted for a Visual & Performing Arts Center (VPAC) Events Coordinator.

WCSU's Visual and Performing Arts Center, home to the School of Visual and Performing Arts (SVPA), provides students with facilities of the highest caliber, enhancing their educational experiences. The VPAC boasts a multitude of dynamic spaces to accommodate the needs of artists across all disciplines. The versatile facilities include the Concert Hall, Studio Theatre, Art Gallery, Main Stage Theatre and Dressing Rooms. This state-of-the-art center provides immeasurable creative and collaborative opportunities for students, faculty, staff, and patrons. Additional information may be found on our website: <https://www.wcsu.edu/svpa/svpa-center/>

The Events Coordinator is responsible for coordinating main event spaces in WCSU's Visual & Performing Arts Center for both internal and external constituents. They will serve as Box Office Manager for SVPA main events and provide assistance to the Dean.

Reporting to the Dean of SVPA, the VPAC Events Coordinator will be expected to work collaboratively across university departments which include SVPA academic departments, the department of Publication & Design, and the university Large Events Committee.

Box Office Managerial Duties include: Supervising Front of House activities for all SVPA events; Building events in the SVPA ticketing system; Managing and training Box Office student employees; and Reconciling Box Office financials.

Other duties of the position include: Serving as Publicist for SVPA main events; Assisting with SVPA campaign and fundraising activities; Coordinating the creation and distribution of printed promotional materials (e.g., programs, posters, flyers, etc.) for SVPA initiatives; Coordinating and/or Maintaining traditional, social, and electronic media related to all events within the SVPA; Coordinating and/or Maintaining updates to the SVPA portion of the WCSU website; Maintaining the VPAC Event Calendar, Room Reservations, and Mailing Lists; Facilitating operational support for Dean's initiatives; Working with the Dean and SVPA departments to coordinate VPAC public tours, school matinee performances and recruitment events.

**Qualifications:** Bachelor's degree is required. Master of Fine Arts (MFA) or Master's Degree in a field relevant to visual & performing arts and/or arts management is preferred. Must possess three (3) years of experience either managing a visual and performing arts facility or in a field that clearly allows for the transfer of skills to successfully accomplish the duties above. Experience in an educational setting preferred. Box Office experience preferred. Experience with grant writing desirable. Demonstrated understanding of the operational elements of a visual and performing arts facility, experience with social media and traditional media marketing is required. Excellent written and oral communication skills are required. Experience with Microsoft Office, including Word, Excel, Outlook is required. Experience with website creation/maintenance is desired. Availability for work after hours and on weekends is expected.

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WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

**Salary & Benefits:** The salary range is \$55,377 – \$91,442 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at [www.wcsu.edu/hr/benefits/](http://www.wcsu.edu/hr/benefits/).

**Application Process:** Prospective candidates must submit a cover letter\*, which includes the names and contact information for three (3) professional references and a resume. \*Cover letter should address strengths as they relate to the duties of the position. Email your application materials as one (1) complete file (PDF or Word format only) and not via multiple attachments to: Ms. Peggy Boyle, Assistant Director of Human Resources - Recruitment. In subject line of email reference: Your Last Name – VPAC Event Coordinator. Application materials must be submitted to [hrpositions@wcsu.edu](mailto:hrpositions@wcsu.edu). Application materials must be submitted to [hrpositions@wcsu.edu](mailto:hrpositions@wcsu.edu) and must be received by **Friday, October 11, 2019**. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire via the following link. <http://wcsu.edu/diversity/affirmative-action-data-questionnaire/>. Any questions may be directed to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at [stokesk@wcsu.edu](mailto:stokesk@wcsu.edu). Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity.

**Western is an Affirmative Action Equal Opportunity Educator/Employer**