Position Announcement

Position: Administrative/Technical Coordinator

Department: Bell Cultural Events Center

Reports to: Director, Bell cultural Events Center

Summary:

The Administrative and Technical Coordinator for the Bell Cultural Events Center assists the Director of the Bell Center primarily in the areas of technology throughout Bell, marketing, graphic arts, student supervision, and event management.

Essential Duties and Responsibilities:

Technology

- Assist university and non-university users on how to use the audio/visual technology. This requires thorough knowledge of the audio/visual technology used both in classrooms, faculty office, practice rooms, and public spaces, including the performing arts hall, of the Bell Center.
- Serves as an event technician for university and non-university users
- In cooperation with other Bell Center staff, provide beginning training new student technicians
- Keep a complete inventory and maintenance records of Bell Center technology
- Recommend needed repair, maintenance, replace, upgrades to current technology
- Hire, supervise, and schedule student technicians for events
- Develop and maintain an electronic archive of all Bell Center events, including student recitals, department performances, university events, and non-university events as requested
- Communicate with all users regarding event needs for audio/visual technology

Marketing/Promotion

- Develop and create needed brochures, i.e., for events, for building usage, for academic programming in consultation with the Director
- Oversee and update current department and Bell Center web pages
- Create and maintain other social media relationships, i.e., Facebook, Twitter, and whatever new media may be determined to be useful
- Create and send (via mail or e-mail) monthly newsletter giving attention to Bell Center and Department of Fine and Performing Arts events
- Maintain patron, including alumni, mailing/e-mail list
- Develop and post PowerPoint slide show for Bell Center lobby screens
- Develop and communicate with various media—magazine/newspaper ads, free calendars, news releases—for Bell Center and Department events as determined feasible, in cooperation with Director of Bell Center and Chair of Department of Fine and Performing Arts

General

- Provide event support and supervision in cooperation with Director of Bell Center
- Maintain clear lines of communication with Department of Fine and Performing Arts faculty and staff
- Flexible work schedule, including evenings and weekends
- Provide general assistance to Director of Bell Center as needed
- Other duties as may be assigned

Qualifications/Skills Required:
- Proven attention to detail with the ability to handle multiple tasks and interruptions in a professional and efficient manner
- Ability to be flexible—both in work schedule and event management
- Good communication skills, both written and spoken
- Willingness to learn and/or be trained as technology and social media changes continue
- Solid interpersonal skills to foster good working relationships with co-workers and students

Education and/or Experience:
- Graphic Arts/Marketing degree is preferred
- Excellent working knowledge of both PC and Apple computer systems
- Working knowledge of design software
- Training and experience in the use of audio/visual technology
- Knowledge of the university structure along with knowledge and understanding of the concepts and principles by which the Bell Center is operated would be extremely helpful

To Apply: Send cover letter, resume and three professional references to:
MidAmerica Nazarene University
Attn: Human Resources
2030 E. College Way
Olathe, KS  66062
hr@mnu.edu
913 971 3294

Review of applications begins immediately and will continue until the position is filled.

MidAmerica Nazarene University is interested in reviewing applications from qualified members of traditionally underrepresented groups in America, including women and racial and ethnic minorities

MidAmerica Nazarene University policy prohibits discrimination on the basis of race, gender, age, color, creed, national or ethnic origin, marital status, or disability in the recruitment and admission of students and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of gender or disability should be addressed to the Associate Academic Vice President, university coordinator of Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972, in the Academic Offices in Lunn Hall, (913) 971-3573.