

## **Coordinator, Gambrell Center and Art, Design, and Music Department**

---

**SUMMARY:** This position provides high-quality, timely administrative support for and coordinates the varied operations of the Department of Art, Design, and Music and the Sarah Belk Gambrell Center for the Arts and Civic Engagement. This is a full-time, 12-month staff position that reports to the AVP & Managing Director of External Relations. *This position is not exempt from provisions of the Fair Labor Standards Act (FLSA) and is eligible to earn overtime pay or compensatory time off for additional hours worked.*

### **Essential Duties and Responsibilities**

This position regularly works evenings and weekends to accomplish objectives of the position.

- Provide event support to Spotlight Series, Arts at Queens events including gallery openings, Executive Committee meetings
- Assist with Facility Rentals and Partnerships with administrative and on-site support
- Develop and work with Gambrell Center Director to execute marketing and publicity efforts including invitations, newsletters, mailers, etc.
- Serve as significant link between Department of Art, Design, and Music and External Relations/community Arts at Queens efforts
- Serve as Department Event Coordinator (i.e., faculty and student recitals, showcases, juries, and art and design openings, lectures, and events)
- Coordinate departmental accreditation needs (including maintaining student files, registration, adjudication, and audition sheets, and portfolio items)
- Coordinate audition process with Admissions for music/music therapy programs
- Manage department operations, including:
  - Maintain a digital folder of all contracts, meeting minutes, loan agreements.
  - Assist with monthly department meetings
  - Process check requests and invoices, including managing billing and collection for music therapy clinic fees.
  - Coordinate art studio maintenance requests/needs, piano and other instrument contracts (tuning visits, payments, etc.), and piano moves (if/when/how).
- Liaise with Gambrell Center team, Registrar's office, faculty, and others to coordinate the master schedule of performances, rehearsals, classes, and other events in Gambrell Center
- Schedule, coordinate, and direct work study students and volunteers working in the Gambrell Center
- Arts at Queens Internships
  - Work with Executive Director of Art, Design, and Music and Gambrell Center Director to develop, implement, and manage expanded experiential learning through arts internships
- Manage Arts at Queens email and telephone; respond to telephone queries and emails from Queens' The Arts email account

### **Non-Essential Duties**

- Other duties and special projects may be assigned to meet department or university needs.

### Experience, Knowledge, and Skills Required

- Minimum of 3 years of relevant experience, preferably in higher education
- Excellent verbal and written communication skills
- Strong interpersonal skills with the ability to deal effectively with others
- Ability to quickly learn and assimilate new systems and information
- Ability to consistently exercise considerable tact, judgment, and diplomacy while maintaining exemplary poise and professionalism
- Must be able to work in a fast-paced environment with demonstrated ability to handle multiple competing tasks and demands and changing priorities
- Must possess a strong, self-driven work ethic that includes taking initiative and seeing assignments through to completion
- Solid problem-solving skills and the ability to analyze components and arrive at a logical course of action while knowing when to ask for assistance or direction
- Superb customer service orientation, responding to requests in a helpful and accurate manner, striving to exceed expectations
- Excellent attention to detail, accuracy, and timeliness
- Demonstrated ability to plan, organize, and control large and small projects through to completion
- Proven ability to work independently and as part of a team
- Ability to accept direction on assignments and respond appropriately to feedback
- Commitment to the University's inclusive mission
- Experience using Adobe Photoshop, Illustrator, InDesign – (for marketing and social media) and Office 365 (ideally, with knowledge of SharePoint)
- Bachelor's degree or equivalent combination of education and experience

## Application Process

Qualified candidates should submit the documentation listed below via email to [hr@queens.edu](mailto:hr@queens.edu) in (.doc) or (.pdf) format. Incomplete applications will not be considered. Include the following:

1. A cover letter addressing the position qualifications, experience, and interest
2. Current résumé
3. Salary requirements
4. Contact information for three professional references.

Be sure to include "**COOR-GAM**" and **YOUR NAME** in your email Subject Line.  
(**Example:** COOR-GAM Shawn Frances)

**Submissions received by July 30, 2021** will receive first consideration. Queens will continue to accept submissions until the position is filled.

### **About Queens University of Charlotte**

Located in the heart of the nation's second fastest growing metropolitan area, Queens University of Charlotte leverages the city's diverse and thriving environment as an extended classroom. Nationally recognized for undergraduate programs in international and interdisciplinary education, Queens blends the best of liberal arts learning with professional preparation and community engagement. Focused on supporting success for diverse learners, faculty build close and collaborative relationships with students and help them build intentional and individualized roadmaps for flourishing at Queens and beyond. At the graduate program level, the University offers innovative educational experiences that help learners advance professionally and retool for new opportunities. Our environs afford faculty myriad opportunities to advance their own professional growth and teaching and research interests by collaborating with vibrant industry, non-profit, and community organization sectors.

### **Benefits**

Queens offers comprehensive benefits to eligible employees, including: medical, dental and vision insurance, domestic partner benefits, defined contribution (matching) and supplemental 403(b) retirement plans, vacation and generous paid holidays, tuition remission and tuition exchange, Queens-paid life insurance, supplemental life insurance, dependent life insurance, accidental death and dismemberment insurance, flexible spending accounts (medical, dependent care, Health Savings Account), sick leave and long-term disability leave, paid parental leave, FMLA leave when eligible, reduced cost meals at Morrison Dining Hall, employee assistance program (EAP), free access to the Levine Center, wellness programs. In addition, employees may choose benefits such as pet insurance, critical care insurance and legal assistance.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.

Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2222.

### **Physical Requirements** *(with or without reasonable accommodation)*

- *Visual Abilities:* Read reports, create presentations, and use a computer system – 75-100% of the time
- *Hearing:* Hear well enough to communicate with co-workers, vendors, and students – 75-100% of the time.
- *Dexterity, Grasping, Feeling:* Write, type, and use the telephone, copier, and computer systems – 75-100% of the time.
- *Mobility:* Kneel for physical inspection of storage areas; Open files and operate office machines; move between departments and attend meetings across campus – 50-74% of the time.
- *Talking:* Frequently convey detailed or important instructions and ideas accurately, loudly, or

quickly – 75-100% of the time.

- *Lifting, Pulling, Pushing:* Exert up to 30 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects – 50-75% of the time.
- *Cognitive/Emotional:* Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time.

**Work Conditions**

- Work in office environment and event locations, involving contact with faculty, staff, students, service providers and vendors.
- Work has deadlines, multiple interruptions, high volume and may be stressful at times.
- This position requires evening and/or weekend hours to achieve objectives.

*This description is not intended to be an all-inclusive list of the duties and responsibilities of this positions, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended to describe the general nature of this position.*