

Executive Director, Sarah Belk Gambrell Center for the Arts and Civic Engagement

SUMMARY: The executive director of the **Sarah Belk Gambrell Center for the Arts and Civic Engagement** is responsible for the development and implementation of the Center as a cultural resource for Queens University of Charlotte and the Charlotte metropolitan region and reports to the vice president for advancement. The Gambrell Center is a dynamic arts destination for our community and students to share in diverse cultural experiences. It facilitates creative scholarship through interdisciplinary collaboration and offers a vibrant gathering place for educational exploration. Queens demonstrates its commitment to this mission by presenting world-class performances, conversations, and exhibitions, showcasing exemplary faculty and student works, and providing an inspiration for design, creativity, and artistic expression. *This position is exempt from provisions of the Fair Labor Standards Act (FLSA) and is not eligible to earn overtime pay for hours worked above 40 in a single work week.*

The priorities for the Gambrell Center and its executive director derive from five themes:

- Connect and advance the vision of the Gambrell Center as a core element of the University's strategic direction
- Become a vital element to Queens' teaching mission and academic life
- Engage Charlotte's expanding and diverse populations
- Create a dynamic and creative hub for the campus
- Promote the intersection of arts/creative expression and civic engagement

The Gambrell Center requires a leader who thinks expansively and boldly. The executive director must have excellent interpersonal skills and a keen understanding of systematic planning, operational stability, focused organizational execution, strategic collaboration, and the cultivation of numerous constituencies internally and in the Charlotte region. The executive director must have the ability to translate academic activities into opportunities for engaging with external audiences.

Essential Duties and Responsibilities include

- Collaborate with campus partners to advance the mission of the Center, including the Art, Design, and Music Department, the Academic Affairs Office, and other key stakeholders
- Maintain an efficient, effective, and stable operation of the facility to ensure strategic organizational and financial goals are met.
- Responsible for financial management, including budget development, overview of financial and accounting systems, financial projections, and controls, negotiating and initiating contracts, and personnel management.
- Oversee the master calendar and season planning coordination, implementation, and direction of development, programming, marketing, operations and community relations for the facility.
- Develop policy recommendations for approval and implement such policies.
- Initiate and oversee programming for the Center, including contracting for events, coordination of marketing and ticketing initiatives, and any other contractually agreed upon items per the event.
- Ensure efficient and effective operation, including capital maintenance and improvement projects. Identify and prioritize facility equipment needs and specifications. Ensure proper maintenance of all facility equipment.
- Attend industry related workshops and seminars, establish, and maintain professional networks, and participate in professional societies

Non-Essential Duties

Other duties and special projects may be assigned to ensure the Gambrell Center and the university achieves its goals and objectives.

Experience, Knowledge and Skills Required

- Commitment to the University's inclusive mission and a demonstrated ability to communicate effectively with a wide spectrum of individuals and audiences.
- At least five (5) years' experience managing and marketing a similar facility, or the equivalent combination of education and experience or at least four years of comparable work experience in lieu of the bachelor's degree requirements.
- Advanced knowledge and practice of current management and leadership principles.
- Advanced knowledge of the management of fine arts, entertainment, and other events.
- Demonstrated knowledge of all aspects of public assembly facility management operations, including fiscal control, policy development, marketing, and event management.
- A strategic thinker and people manager with exceptional relationship-building and staff management skills.
- A leader with exceptional integrity who effectively interfaces with the many sectors of the university including academics, senior administration, and the public at large.
- Strong advocate for the arts and civic engagement with the ability to bring new resources to the Center.
- Demonstrated organization and planning skills; strong attention to detail as well as follow-up and follow-through skills to ensure completion of goals and objectives.
- Creativity and ability to think strategically about future events.
- Proven ability to plan and make effective presentations to small and large groups.
- Proven ability to quickly learn and apply new information.
- Must be able to work in a fast-paced environment with demonstrated ability to effectively prioritize multiple competing tasks and demands.
- Computer proficiency in Microsoft Office Suite.
- Bachelor's degree from four-year college or university in applicable discipline preferred, but not required.

Application Process

Qualified candidates should submit the documentation listed below via email to 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 "**ED-SBGC**" and **YOUR NAME** in your email Subject Line.

(**Example:** ED-SBGC Nolan Wesley)

Submissions received by March 11, 2022 will receive first consideration. Queens will continue to accept submissions until the position is filled.

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.

Because of our history of innovation and our legacy of strong leadership, **Queens is positioned to be among the new forerunners of American higher education.** This is a defining moment for Queens. While other institutions are focused on sustaining and surviving, we are thinking much bigger.

Institutions that understand what is needed and are willing to reimagine what is possible can position themselves to thrive and strengthen their market position after the pandemic with innovative approaches that are deeply connected to the world and its greatest challenges.

By 2030, **Queens aspires to become the leading, private, national university of Charlotte** with deep, meaningful, and reciprocal connections to the needs of our local community and economy; inventive and multidisciplinary academic programs that are connected to the world's most pressing challenges and biggest areas of opportunity; a fully connected, integrated, and innovative set of experiences that support holistic wellness and wellbeing; a culture of continuous improvement and investment that enables faculty and staff to flourish and achieve their full potential; and a comprehensive approach to diversity, equity, and inclusion that begins on campus and radiates throughout the community.

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, childbirth and conditions related to pregnancy or childbirth), 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.

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.

Physical Requirements *(with or without reasonable accommodation)*

- Visual Abilities: Read reports and use a computer system
- Hearing: Hear well enough to communicate with co-workers, vendors and students
- Dexterity, Grasping, Feeling: Write, type and use the telephone, copier, and computer systems

- Mobility: Open files and operate office machines; move between departments and attend meetings across campus
- Talking: Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly
- 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
- Cognitive/Emotional: Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions

Work Conditions

- Must be willing and able to occasionally work a flexible schedule (e.g., nights and/or weekends) to meet requirements of the position.
- Work in office and arts center environment, involving contact with students, faculty, staff, community members, service providers, and vendors.
- Work has deadlines, interruptions, high volume and may be stressful at times.

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.