

Arts Center Coordinator

East Arkansas Community College is accepting applications for an Arts Center Programming Coordinator. The Arts Center Programming Coordinator will work directly with Arts Center staff and will be responsible for assisting with the coordination and promotion of cultural arts programming including exhibitions, concerts and performances, special events, and educational outreach. The position will work under the supervision of the Executive Director of Public Relations and Community Programs.

Job responsibilities include, but are not limited to:

- Assist Arts Center staff with day to day operations of the College's Fine Arts Center facility
- Coordinate logistics and hospitality needs with Arts Center staff and performers prior to and during events
- Assist with selling tickets, ticketing system management, and ticket sales analysis
- Monitor Fine Arts Center webpage and keep performance season, facility, and art exhibit information up to date, as well as make recommendations for updates and changes as necessary
- Develop promotional materials for Fine Arts Center performances and events
- Assist with marketing and promotion of performances and events, including social media and print media
- Assist with contract negotiations
- Contribute to the planning, research, and development of Fine Arts Center performance season and events
- Assist with other campus events as needed
- Other duties as assigned

This position requires working nights and weekends and will be scheduled in the convenience and best interest of the College.

Education and Experience Requirements: A bachelor's degree is required. Strong customer service and communication skills, excellent organizational skills, and strong computer skills are required. Experience in event planning, programming, marketing, graphic design, and budgeting are preferred. Knowledge of a variety of art disciplines is also preferred.

Salary commensurate with experience.

Please submit an EACC application, www.eacc.edu, resume and transcript(s) to: EACC Personnel Office, 1700 Newcastle Road, Forrest City, AR 72335. Review of applications will begin immediately and continue until the position is filled.

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