



# WESTMONT

## **Box Office Coordinator and Theatre Arts Assistant (Part-time, 20 hours/wk; 11 months)**

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### **Theatre Arts**

**Position Summary:** The Box Office Coordinator and Theatre Arts Assistant is a critical teammate for the theatre arts department in overseeing the box office for the production season, managing the many contracts and spaces of an active performing arts department, developing marketing plans that attract new audiences to our productions and attract new students to our program, and providing administrative support to the theatre arts faculty.

**Qualifications:** Requires a college graduate or equivalent with 1-2 years digital marketing and copy editing experience; accurate typing skills of 60-65+ wpm and excellent computer skills; experience leading and managing email, social media, and/or display advertising campaigns; working knowledge (or willingness to learn) of Salesforce, Marketing Cloud, Social Media Platforms, Vendorlink, Microsoft Office; ability to hire and oversee student workers; excellent organizational skills; ability to work collaboratively and individually with deadlines; ability to coordinate the many details of an active department season; passion for interaction with students and student-led projects; personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations; personal affirmation of departmental anti-racism statement.

### **Responsibilities:**

- Box Office duties include generating tickets for departmental productions, maintaining reservation lists, and overseeing student box office employees
- Act as administrative liaison between students and faculty, faculty and prospective students, and faculty and parents
- Develop key messaging and content strategy aligned with marketing targets, including prospective audiences and current/prospective students
- Plan and execute all digital marketing, including: email, social media, and display advertising campaigns
- Hire and oversee student workers for box office and department
- Coordinate and track department purchasing and bookkeeping through Vendorlink
- Coordinate auditions of prospective students
- Coordinate scholarships of prospective and continuing students
- Hire and supervise student workers
- Oversee website and manage updates
- Develop and maintain an editorial calendar as part of the overall marketing calendar of college
- Draft content copy for all communication pieces for each production and other institutional projects
- Administrative duties including data entry, appointment scheduling, office and telephone reception, and maintenance of archives and department files
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with faculty, students, and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping supervisors and others who may be affected informed about work progress; respecting the diversity of our community in words and deeds.
- Other duties as assigned

**Reports to:** Theatre Arts Department Chair