

**Program Director - Director of Programming, Publicity, and Promotions  
College of Liberal Arts and Sciences / Doudna Fine Arts Center**

The EIU College of Liberal Arts and Sciences is seeking an innovative and collaborative individual for the position of Director of Programming, Publicity, and Promotions. Headquartered in the architecturally stunning Doudna Fine Arts Center, a major regional center for the arts, the College is composed of two Schools (Arts, Communication and Journalism), 12 departments spanning the humanities and sciences, and many interdisciplinary programs. Reporting directly to the Dean of CLAS, the incumbent in the position will:

- facilitate collaborative season programming for the Doudna Fine Arts Center, and make season recommendations to the Dean of CLAS and/or her/his designate;
- promote the Doudna's and College's offerings via a variety of media as appropriate, in keeping with its identity as a Regional Arts Center;
- assist with the formation and implementation of policies and procedures for the use of the Doudna;
- prepare and manage the Doudna's budget;
- manage box office and front-of-house activity for Doudna events, including training and supervision of student and community workers in those areas, in coordination with the Production/Events Manager and Auditorium Technical Director;
- collaboratively work with departments in the College of Liberal Arts and Sciences in bringing their desired disciplinary/interdisciplinary events to fruition;
- other duties as assigned by the Dean of CLAS, particularly with regard to Programming, Publicity, and Promotions.

**Requirements for hiring** include a Bachelor's degree and three years of experience in Arts Administration in a Public Higher Education Setting or related field, including dealing with guest artists, managers, and agents. (A Master's degree in an area consistent with the duties of the position may be substituted for one year of experience.) **Preferred qualifications** include experience related to duties of this position; adeptness at achieving a high-quality product within constrained budgets; and being well familiar with communities and populations in East Central Illinois region.

The successful candidate will have a highly collaborative and creative nature; strong organizational skills; a student- and community- centered focus; and strong communicative ability toward a variety of constituents.

Applications: Review of applications will begin immediately and continue until the position is filled. Priority will be given to applications received prior to November 15, 2020. Candidates

should submit an application, letter of interest, resume, transcripts, and contact information for four references online at: <https://www.eiu.edu/humanres/application/login.php>.

The Civil Service examination for this classification is a credentials assessment. No participation other than submission of applicant materials is required from qualified applicants. Upon successful selection of candidate, all scores will be voided from this Director of Student Programming, Publicity & Promotions register.

For questions or assistance with the application process, please contact Donna Noffke at [dmnoffke@eiu.edu](mailto:dmnoffke@eiu.edu). Please address any questions regarding the position to Dr. Christopher J. Mitchell, Associate Dean, College of Liberal Arts and Sciences, [cjmitchell@eiu.edu](mailto:cjmitchell@eiu.edu) or 217-581-2922. Anticipated start date for this position is early January, 2021.

*Eastern Illinois University is an Affirmative Action/ Equal Opportunity Employer – minority/female/disability/veteran – committed to achieving a diverse community.*