GORDON COLLEGE  
Position Description

Title: Fine Arts Manager, Department of Communication, Theatre, and Art

Function: Under the supervision of the Administrative Chair, coordinates high priority facilities-related projects for the department and departmental programs and assists in the management and operation of the Barrington Center for the Arts.

Description of Duties and Tasks:

Building Management

1. Manages the physical plant of the Barrington Center for the Arts.
2. Functions as the contact person for all building maintenance and security issues.
3. Oversees summer building maintenance and office prep for new faculty.
4. Manages upkeep of common use areas (e.g., kitchen, lounge, etc.).
5. Manages stocking of copy room and upkeep of printers and copiers.
6. Works with program directors to facilitate studio/classroom repairs.
7. Schedules rooms for evening and weekend use.
8. Submits key requests and lab permissions for building access.

Departmental and Program Projects

1. Coordinates with Administrative Coordinator to plan and host receptions and lectures for the department and programs.
2. Supports the work of the department and programs, including:
   • Communication program: Coordinates with CTS to manage the film equipment, including arranging for repairs or purchasing new equipment.
   • Theatre program: Manages theatre box office and all ticket sales. Trains student workers to assist in box office management.
   • Art program: Maintains studio classroom space and coordinates figure models.
   • Art gallery: Arranges for pick-up and delivery of artwork; coordinates the hanging and taking down of exhibits with Physical Plant; coordinates loan agreements with Administrative Coordinator.
Marketing and Publicity

1. Manages and coordinates publicity for departmental and program events, including but not limited to social media, e-mails, banners, magazine ads, mailers, etc.
2. Coordinates student workers as they assist with marketing duties.
3. Updates and maintains web content for the department and programs.
4. Prepares and disseminates department and program newsletters.

**Required Knowledge, Skills and Abilities**

In order to fully perform the above functions, the candidate must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.
2. Establishes a high level of organizational skills and ability to remain task-oriented.
3. Demonstrates collaborative working style and the ability to interact with a variety of personalities.
4. Demonstrates high level of self-motivation and ability to thrive in an autonomous environment.
5. Demonstrates courtesy, hospitality, and tactfulness.
6. Possesses strong skills in listening carefully, communicating clearly and working collaboratively.
7. Demonstrates excellent, creative, and prompt problem-solving skills.
8. Possesses the ability to maintain high levels of productivity and efficiency.
10. Establishes and maintains professional expectations in supervising student workers.
11. Demonstrates strong writing and proofreading skills.
12. Processes, documents, and presents information with attention to detail.
13. Understands academic culture.
14. Demonstrates excellent computer skills. Is able to write, edit, develop spreadsheets and update college website using standard software programs. Uses proficient layout and design skills, including using a newsletter template, Adobe Photoshop, InDesign and Contribute.