POSITION ANNOUNCEMENT

TITLE: ASSISTANT DIRECTOR MACEY CENTER & FIDEL BALLROOM

DEPT: AUXILIARY

REG ☑  TEMP ☐  FULL TIME ☑  PART TIME ☐

STARTING RATE or SALARY RANGE: $30,000-$34,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

*INTERNAL POSTING THROUGH: August 14, 2019* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Assists in the general oversight of Macey Conference and Performing Arts Center as well as Fidel Center Ballrooms. Provides assistance with the supervision, organization and administration of the facilities and may act as a manager on duty or serve in the role of Director in their absence. Conducts and participates in the planning, preparation and execution of conference and performing arts groups. Executes marketing strategies as developed by the Director which includes webpages and social media. Assists with preparation, operation and follow up for theatre productions. Assists in the planning and operation of art exhibitions in the fine art gallery at Macey Center. Responsible for the preparation monitoring and accuracy of financial data of three internal cost center accounts. In conjunction with the Director, assists in the management Macey Center’s governmental liquor license. Actively implements New Mexico Tech’s Strategic Plan objectives.

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, basic composition and math. Associate’s degree or in lieu of associates degree one would need to possess 24-48 hours of college credit courses. Bachelor’s degree preferred. Two to Three years of experience required in the following areas: events planning, financial compilation and reporting, supervisory experience, retail or service management. One year preferred in the following areas: theatre, performance or technical gallery operations, bar operations. Must be self-motivated with excellent communication, organization and interpersonal skills. Must be proficient in computer and inventory controls as well as cash handling. Working knowledge of Microsoft Suite and Gmail. Some audio and visual background preferred. Excellent organization skills, planning analytical and problem solving skills required. Proven commitment to philosophy of quality customer service required. Proven ability to organize and plan events required. Proven ability to work under pressure required. Proven ability to work effectively with a diverse group of people required. Must have strong customer service skills. Must be free to work regular evening and weekend hours as required by the schedule of conference events and theatre performances. Must be able to obtain resident agent license within 90 days of employment. Must have a NM Driver’s License. Must have a NM Server’s License.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 143, Socorro, NM 87801-4796