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| |  |  | | --- | --- | | **DATE LISTED:** | 05/09/2016 | | **TITLE:** | Events & Programs Coordinator #942023 | | **LIBRARY:** | Joyner Library – East Carolina University | | **CITY:** | Greenville, NC 27858 | | **NOTE:** | The Events & Programs Coordinator will report to the Assistant Director for Assessment & Engagement. The Events & Programs Coordinator will manage and oversee events, programs, and exhibitions, and assist with grant activity for Joyner Library. The position will assist in building and maintaining relationships with internal and external stakeholders, such as ECU faculty, administration, staff, students, donors, and community members. The primary duties of the person in this position are: Providing management and oversight for events and programming to help the Library achieve its mission and goals including: Oversight and management for events, and special programing, including collaborations with internal and external stakeholders; oversight for promoting the Libraries' services, collections, and initiatives, through special events, programming, and other means; participate in the Libraries' fundraising and other donor activities.  It is important that this person is a creative and strategic thinker, and can adapt to change - the ability to think on your feet is a must. | | **SALARY:** | Commensurate with experience | | **QUALIFICATIONS:** | Minimum: Bachelor's degree from an appropriately accredited institution. Superior oral and written communication skills; proven planning, organizational and time management skills; excellent interpersonal skills; ability to work collaboratively; project management experience; experience in planning/coordinating/promoting special events and exhibits; Demonstrated experience in a higher education setting or cultural institution and/or non-profit setting. Ability to work non-traditional schedule as needed. Valid Driver's License.  Preferred:  Master's degree from an appropriately accredited institution; volunteer management experience; experience with writing and managing grants; budgeting experience; experience with Adobe Creative Suite. | | **DUTIES:** | Management of all fine art exhibits throughout the library including changing exhibitions, permanent installations, and other projects as assigned; oversight for the planning, design, installation, maintenance, and promotion of fine arts exhibitions throughout the Library.   Providing management and oversight for grants that help the Library achieve its mission and goals including: Grant writing and reporting; grant management; identification of potential grant opportunities and proposal development; coordination with the Office of Sponsored Programs and other campus offices. | | **AVAILABLE:** | June 1, 2016 | | **APPLY BY:** | May 20, 2016 | | **TO APPLY:** | Candidates should submit a letter of interest, curriculum vitae, and names/addresses (postal & e-mail) of three current references online to: http://jobs.ecu.edu | | **FOR ADDITIONAL INFORMATION:** | All Applicants must apply online: www.jobs.ecu.edu | |  | | |