Event Manager [Limited Duration]

Recruitment #: S2258
Review Date: Immediate review | Open until filled
Department: Creative Arts/Department of Theatre/Dance
Salary Rate: $48,579 - $56,575 [will be pro-rated based on .49FTE]

Position Summary:
This position is a Limited Duration .49 FTE position and will support the Creative Arts Division and the university in general by providing technical support and oversight of all events taking place in Rice Auditorium and its associated facilities. Events include performances by Theatre & Dance, Music Department concerts, Music camps, festivals and workshops, new student orientations, public addresses and forums involving the WOU community and Smith Fine Arts performances. Services provided by this position include event planning, setup, on-site technical support and facility supervision. This position is supervised by the Theatre Department Technical Director.

Minimum Requirements:
- Experience with event/facility management or equivalent college theatre experience/education.
- Experience with theatrical lighting production/support or equivalent college theatre experience/education.
- Experience with theatrical sound production & live sound reinforcement or equivalent college theatre experience/education.

Preferred Qualification:
- 3 years of experience in event/facility management or equivalent college theatre experience/education.
- 3 years of experience in theatrical lighting production/support or equivalent college theatre experience/education.
- 2 years of experience in theatrical sound production & live sound reinforcement or equivalent college theatre experience/education.
- Bachelor’s Degree in technical theatre or related field
- Successful experience with university/educational theatre

Click here for the complete position description which includes knowledge areas and preferred qualifications.

Women, Black, Indigenous and People of Color, veterans, people who identify as LGBTQ+, and people with disabilities are highly encouraged to apply for this position, even if they do not meet qualifications exactly as listed. We are most interested in finding the best person to fulfill this role within our university community, and that candidate may be someone with transferable skills and experience rather than exact qualifications.

Application materials:
1. WOU Employment Application form available here - unclassified/faculty
2. Cover Letter that addresses each qualification of the position.
3. Resume
Application materials:
Contact information for three professional references will be requested from finalists. Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.

Background/Education Check:
A criminal background check will be completed as a condition of employment; an education check will be processed for positions requiring a formal degree as a minimum requirement.

Employee COVID-19 Vaccine Requirement:
All WOU students and employees are required to be fully vaccinated against COVID-19. All newly hired employees must meet the vaccination requirement or file an exemption prior to their first day of employment.

Benefits:
Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. [http://www.wou.edu/hr/benefits/](http://www.wou.edu/hr/benefits/)

Equal Employment Opportunity:
Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We embrace our differences, and know that our diverse team is a strength that drives our success.

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment[at]wou.edu and we will work with you to meet your accessibility needs.