



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 08/18  
**FLSA:** Exempt  
**PTO:** VCS

## ***JOB DESCRIPTION***

### ***TITLE***

Manager, Music Events and Operations

### ***JOB SUMMARY***

The Manager for Music Events and Operations will manage music department events, oversee day-to-day operations of the music office, and coordinate scheduling, staffing and maintenance needs related to the ongoing operation of Margo Jones Performance Hall. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Chair, Department of Music and Theatre

*Supervises:* Supervises student assistants

### ***ESSENTIAL DUTIES - May include, but not limited to the following:***

- Manages details and logistics for designated music department events.
- Manages scheduling, staffing, and maintenance needs related to the ongoing operation of Margo Jones Performance Hall.
- Manages day-to-day function of the music office, including coordination of schedules and assignments for student assistants.
- Coordinates the promotion of department visibility through marketing, social media, and website.
- Prepares, maintains, and updates schedules of classes, events, and rehearsals.
- Assists with department recruitment planning and events.
- Assists with planning and coordination of department participation in assigned university special events.
- Monitors and informs department of university requirements and policies.

**ADDITIONAL DUTIES**

- Performs other duties as requested.

**EDUCATION**

Bachelor's degree required. Master's degree preferred.

**EXPERIENCE**

Two years in an administrative position, preferably in event coordination and office management.

**REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

**KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Ability to establish and maintain effective work relationships with students, faculty, staff and the public.
- Ability to create and maintain a pleasant work environment ensuring high levels of organizational effectiveness and communication.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to work with a diverse student population.
- Ability to handle multiple projects.
- Recurring peak periods of work, irregular hours, short deadlines, and limited staff require a substantial level of stamina.
- Ability to provide attention to detail.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Strong customer service skills.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Skill at using word processing, spreadsheet, and presentation software packages.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to work a flexible schedule.

- Ability to prepare annual reports, develop goals and objectives, and attend department meetings.
- Ability to oversee the development, maintenance, and updates for a policies and procedures manual for the department and online handbooks for music majors.
- Ability to use a personal computer and other office equipment, including university related software and email.

### **PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

### **WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

### **SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

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***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***