

BREVARD COLLEGE

BREVARD, NORTH CAROLINA

Administrative Coordinator – Fine Arts Division

Brevard College seeks an experienced administrator for its Fine Arts Division. This person reports to the Division Chair, supporting faculty and students in the Art, Music and Theatre programs.

Duties include purchasing, program design and production, recruitment support, marketing of events, course scheduling, student recordkeeping, and public relations. The position requires excellent organizational and communication skills, as well as the ability to work both independently and collaboratively, interacting with multiple constituencies on and off campus. Design experience is a plus.

Minimum requirements: Associate's degree and two (2) years of administrative experience.

Please send resume and cover letter to:

Kathryn Gresham

Division Chair of Fine Arts

greshakb@brevard.edu

Application review begins immediately, continuing until position is filled. In order to provide a safe and productive learning and living environment, Brevard College conducts background investigations on all candidates considered for employment. Brevard College seeks to recruit and retain a diverse workforce and encourages qualified candidates across all group demographics to apply.