



Job Specification

Job Title: Manager, Educational Programs and Artist Relations	Effective Date: April 1, 2007
BCAT Code: 455X AR	Revision Date: February 1, 2007
Pay Grade: G17	FLSA Status: Exempt

General Description

Manages educational outreach activities, the Rialto series, and guest artist activities.

Examples of Duties

- Design educational outreach program, including corresponding study guides.
- Establishes relationships with arts education entities, local school boards GSU School of Music, sponsors, etc.
- Creates marketing plan and coordinating material.
- Coordinate education web page design.
- Maintains a budget for education program and Rialto series.
- Maintains database for education program.
- Manages Rialto Series contracts.
- Serves as liaison between Rialto Center and guest artists, agents and managers.
- Serves as on-site Event Manager for the Rialto series and for rental events.
- Supervises events staff during on-site events.

Knowledge, Skills and Abilities

- Knowledge of performing arts industry standards.
- Knowledge of contract negotiation.
- Knowledge of facility and event management.
- Knowledge of University, state and local compliance and regulations.
- Ability to communicate effectively verbally and in writing.
- Ability to work under pressure and handle stressful situations.
- Ability to supervise and direct the work of others.

Minimum GSU Hiring Standards

Bachelor's degree in business or a related field and two years of supervisory/managerial experience; or a bachelor's degree and four years of related experience; or a combination of education and experience.

Experience working with artists and agents.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.