

**UNIVERSITY OF ILLINOIS AT CHICAGO  
MUSIC PROGRAMS MANAGER (MPM)**

The School of Theatre & Music at the University of Illinois at Chicago invites applications for a Music Programs Manager (MPM) to start March 5, 2018. The MPM is an integral part of the School of Theatre & Music, which operates as an academic unit and as an arts organization that regularly presents theatre and music events to the general public.

Responsibilities include overseeing and implement a comprehensive communications plan for the School of Theatre & Music, events promotion, and growing the school's public profile and recruitment. The MPM will manage the website, social media and production of all marketing materials for the school and co-manage a team of student workers for front-of-house, box office and other marketing-related duties. The MPM will run front-of-house for all public music programs and will assist in the planning, development, and execution of various public programs, including concerts, master classes, youth programs and special events.

**Minimum Qualifications:** Bachelor's degree in music/theatre, arts administration, marketing or related creative discipline required; Master's degree preferred. Minimum of 4 years experience in arts marketing and 2 years in events production; familiarity with Adobe Creative Suite, including InDesign, is preferred.

The ideal candidate is organized, creative, has superior short- and long-form writing and editing skills, has an entrepreneurial spirit and is comfortable solving problems and working collaboratively in a fast-paced environment. S/he must be able to strategize, delegate, and prioritize.

The Music Programs Manager is a full-time staff position with a competitive salary commensurate with qualifications and experience. Working some evening events will be required.

UIC is a Carnegie Research 1 university that enrolls over 29,000 students on a 240-acre site one mile west of Chicago's Loop. The School of Theatre & Music provides innovative, rigorous, and comprehensive academic and performance programs to a highly diverse student body. One of four units in the College of Architecture, Design, and the Arts, STM enrolls about 100 undergraduate majors in music programs and about 130 undergraduate majors in theatre. The faculty consists of performing artists and scholars. There are 23 full-time faculty and about 40 part-time faculty. The School offers course work leading to a BA in Music, a BA in Music Business, a BM in Music Performance, a BM in Jazz Studies, a BFA in Acting, a BA in Acting, and a BA in Theatre Design, Production and Technology. Music ensembles include five choirs, concert bands, jazz ensembles, orchestra, athletic band, chamber groups, jazz combos, among others. For more information, go to <http://theatreandmusic.uic.edu/>.

**Deadline: For fullest consideration, applications must be received by November 27, 2017.** Submit a cover letter, curriculum vitae, and contact information for three professional references to the UIC job board at [jobs.uic.edu](http://jobs.uic.edu). Questions may be directed to Ms. Ashlee Hardgrave at [ashleeh@uic.edu](mailto:ashleeh@uic.edu).

The University of Illinois at Chicago is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply.

The University of Illinois will conduct background checks on all job candidates upon acceptance of a contingent offer. Background checks will be performed in compliance with the Fair Credit Reporting Act.