

### **Music Programs Manager**

The School of Theatre & Music (STM) at the University of Illinois at Chicago invites applications for a Music Programs Manager (MPM) to start January 16, 2019. The MPM will serve as manager of recruitment and admissions for the STM and will assist the Head of Music with the operation of the Department of Music. The STM is comprised of the Department of Theatre and the Department of Music, and is one of four schools in the College of Architecture, Design, and the Arts.

**Responsibilities:** For STM: develop and manage annual recruitment goals and plans for theatre and music; develop and oversee admissions communication and data management systems; liaise with College recruitment and communications as necessary. For the Department of Music: implement recruitment activities; manage admissions communications with applicants, families, teachers, and high school directors/ counselors; and assist the Head of Music with Department operations including student affairs, and projects as assigned.

**Qualifications:** Minimum qualifications include a bachelor's degree in music, music education, music business, arts administration, or related creative discipline; minimum of 4 years experience in academic recruitment/admissions; understanding of current music and theatre trends and professional careers; strong interpersonal, verbal, and written communication skills; advanced database management skills. Minimum of 2 years experience working events. Preferred Qualifications: master's degree; commitment to and experience working with individuals from diverse communities; knowledge of data systems relating to admissions and of design software. The ideal candidate is outgoing, organized, and creative, and thrives in a collaborative and dynamic environment.

The Music Programs Manager is a full-time staff position with a competitive salary commensurate with qualifications and experience.

UIC is a Carnegie Research 1 university that enrolls over 30,000 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 90 undergraduate students in music programs and about 120 undergraduate students in theatre. The faculty consists of performing artists and scholars. There are 24 full-time faculty and about 40 part-time faculty. The School offers coursework leading to a BA in Music, BA in Music Business, BM in Music Performance, BM in Jazz Studies, BFA in Acting, BA in Theatre and Performance, and BA in Theatre Design, Production, and Technology. Music ensembles include choirs, concert bands, jazz ensembles, orchestra, athletic band, chamber groups, and jazz combos, among others. For more information, go to <http://theatreandmusic.uic.edu>.

**For fullest consideration, applications must be received by October 15, 2018.** Submit a cover letter, curriculum vitae, and the names and contact information (phone and email) for three references to the UIC job board at [jobs.uic.edu](http://jobs.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.