



California State University, Fresno

College of Arts and Humanities

Art and Design

Vacancy # 12707

Program Administrator - Administrative Analyst Specialist Exempt II

Salary:

Salary Range: \$4,693 - \$7,395 per month

Overview:

The Center for Creativity (CCA) and the Arts Program Administrator will be primarily responsible for the planning, management, coordination and financial oversight of CCA at California State University, Fresno. The CCA Program Administrator will also coordinate and collaborate with the planning and scheduling of exhibitions for the Department of Art and Design's gallery spaces including the Conley Art Gallery, the Dean's Gallery, and the Graduate Studio Gallery at the M Street Arts Complex. The Program Administrator reports to the Chair of Art and Design and the Dean of the College of Arts and Humanities.

Position Summary:

Major duties of the job include:

- Serve as a functional lead for the CCA Steering Committee, Programming Committee and Advisory Board
- Articulate key objectives and long-term goals of CCA, as developed in conjunction with the CCA Steering Committee, Programming Committee and Advisory.
- Coordinate with the Department of Art and Design in the development and production of CCA programming.Board.
- Coordinate grant writing efforts and assume a leadership role
- Develop and oversee progress on projects, and their compliance with plans, logistical needs, and schedules.
- Interact with the College of Arts and Humanities development office and efforts through various committees involved with fundraising and promotions.
- Coordinate & supervise preparation of facilities and appropriate gallery spaces for exhibitions.
- Prepare annual reports.
- Establish gallery standards and protocols, in coordination with the Gallery Tech.
- Manage relationships with off-campus entities or agencies and manage sensitive situations.
- Oversee day-to-day exhibit / project operations and provide lead work direction to other staff, with accountability for results.
- Coordinate the acquisition, classification, preservation and display of art objects.
- Prepare and distribute information, paperwork, insurance forms and other required materials.
- Manage budget for the CCA
- Oversee the production of printed and digital promotional and publicity materials for CCA and for the Department of Art and Design.
- Coordinate directly with vendors regarding operational needs.
- Schedule and assist the work of personnel engaged in the pickup, transportation and unpacking of exhibitions, exhibition preparation and display and the repacking of exhibit collection.
- Manage, coordinate and assist with the installation of art exhibits.
- Direct educational and public relations programs designed to enhance the public use, understanding and enjoyment of exhibitions.

Knowledge, Skills & Abilities:

- A knowledge and appreciation of the arts.
- Excellent communication skills.
- Superior interpersonal communication skills in relating to community groups, university constituents, and donors.

Ability to:

- Plan timelines and manage multiple projects simultaneously.
- Serve as a functional lead in an art organization.
- Interact with the development office and efforts through various committees involved with fundraising.
- Coordinate grant writing efforts and assume a leadership role.
- Coordinate & supervise preparation of facilities and appropriate gallery space for the exhibition.
- Plan and supervise appropriate staff.
- Articulate key objectives and long term organizational goals.

Education and Experience:

- A Bachelor's degree and a minimum of three (3) years experience in art administration, museum studies, art history, cultural anthropology, non-profit business administration, or a related field
- Work experience as a functional lead to include:
 - Distribute work assignments to employees
 - Provide on-the-job training for assigned duties
 - Resolve workflow or procedural conflicts
- A history of successful program administration or program coordination experience.

Specialized Skills:

- Familiarity with a university campus and navigating its institutional structure
- Demonstrated effectiveness in large-scale project management and completion

Preferred Skills:

- A terminal degree in art administration, business administration, museum studies, art history, cultural anthropology, or a related field.

Filing Deadline:

October 14, 2015

Application Procedures:

An online application, a resume, and three professional references, including telephone numbers, are required. A cover letter that addresses your qualifications for the position is also required. Full consideration will not be given to applicants who fail to complete all application requirements.

Pursuant to Executive Order 1088, reasonable accommodation is to be provided upon request from an employee or applicant with disabilities, unless doing so would impose an undue hardship on the campus. What constitutes a reasonable accommodation is to be determined by the campus on a case-by-case basis after it has received the individual's request for accommodation and engaged in an interactive process. Employees or applicants requiring reasonable accommodation should contact Human Resources directly at (559) 278-2032.

How To Apply:

To apply for this or any open position at Fresno State visit our online employment site at: <http://jobs.csufresno.edu/>

Other Requirements:

Pursuant to the requirements of the Immigration Reform and Control Act of 1986, any offer of employment is contingent upon verification of individual's eligibility to be employed in the United States.

A background check (including a criminal records check) must be satisfactorily completed (as determined by the CSU) before any

candidate can be offered a position with the CSU. Failure to satisfactorily complete or pass the background check may be the basis for rescinding an offer of employment and/or affect the continued employment of current CSU employees who apply for posted positions identified as sensitive.

California State University, Fresno annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Fresno State, and on public property within, or immediately adjacent to or accessible from the campus. The report also includes institutional policies concerning campus security, alcohol/drug use, crime prevention, reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting the Campus Police Department or by accessing the following web site:

<http://www.fresnostate.edu/adminserv/police/clery/index.html>

The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment. You can obtain a copy of this Executive order by accessing the following web site: <http://www.calstate.edu/eo/EO-1083.html>

This position may be a "designated position" in the California State University's Conflict of Interest Code. The successful candidate accepting this position may be required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

Other Applicant Information:

Applicants will receive confirmation of receipt of their application materials via automatic email reply. In addition, qualified applicants will receive email notification at the conclusion of the recruitment process.

It is the policy of the California State University to fill vacant positions represented by the California State University Employees' Union (CSUEU) with qualified applicants currently employed on the campus. Other applicants may be selected when it is necessary to meet the best interests of the campus by obtaining specialized skills and abilities not available from campus applicants.

Equal Employment Opportunity:

The California State University, Fresno is committed to maintaining and implementing employment policies and procedures in compliance with applicable state and federal equal employment opportunity laws and regulations. Executive Order 883 prohibits discrimination and Executive Order 927 prohibits harassment, on the basis of a protected status: race, color, religion, national origin, ancestry, age, sex (including gender identity, per HR 2004-12), sexual orientation, marital status, pregnancy, mental disability, physical disability, medical condition and covered veteran status. Retaliation against individuals for complaining about these proscribed conduct, opposing such conduct, or participating in an investigation or proceeding involving such conduct is prohibited by both executive orders.

Further, the California State University, Fresno's statement of commitment to equal employment opportunity principles is also found in the various collective bargaining agreements.

IMPORTANT NOTICE TO APPLICANTS:

Thank you for your interest in a non-faculty position at Fresno State. Please note that with the exception of designated sensitive positions, applicants selected for an interview are required to respond within 72 hours to an important question regarding a conviction history. Failure to respond within this timeframe will subject you to elimination for further consideration. As a Fresno State applicant, you are responsible for checking and responding to this email within the required deadline.

General Information:

California State University, Fresno is one of 23 campuses in the California State University System. The University's mission is to offer high-quality educational opportunities to qualified students at the bachelor's and master's levels, and in certain applied disciplines,

at the doctoral level. The current student enrollment is approximately 23,000, including a large percentage of students with diverse and culturally rich backgrounds. The University serves the San Joaquin Valley while maintaining deep involvement with the state, nation, and world. California State University, Fresno promotes student learning and community engagement through faculty scholarship and service learning opportunities in collaboration with community organizations, educational institutions, industry, business and government. The University was one of the first U.S. Colleges and Universities to be selected by The Carnegie Foundation for the Advancement of Teaching for its Community Engagement Classification.

Metropolitan Fresno, with a multi-ethnic population of over 600,000, is located in the heart of the San Joaquin Valley on the western edge of the Sierra Nevada Mountain Range. The campus is within easy driving distance of San Francisco, Los Angeles, Yosemite, Kings Canyon and Sequoia National Parks, the Monterey Peninsula, Lake Tahoe, beaches, sailing, lakes, and numerous ski resorts. Fresno boasts one of the most reasonable housing markets in California and offers a wide array of locally grown fruits and produce.