

Administrative Manager—Aaron Copland School of Music, Queens College
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The Aaron Copland School of Music at Queens College–CUNY, serving a vibrant and diverse student body of over 350 students, invites applications for a full-time position as Administrative Manager of the School of Music. The appointment is expected to begin around August 1, 2022. The successful candidate will provide comprehensive leadership in administration and operations, focused on financial planning, concert operations, marketing and communications, recruitment and retention, and facility and building management.

The duties of the Administrative Manager include supervision of all full- and part-time administrative and technical staff; maintenance of the School of Music website and recruitment brochures; management of facilities rentals, contracts, and summer workshops; coordination of new-student orientation, town halls, Commencement, off-campus performance opportunities, and professional development for students; and leading initiatives in diversity, equity, and inclusion.

Salary and benefits competitive and commensurate with education and experience.

If you are viewing this job posting on any website other than CUNYfirst, please follow the instructions below:

- Go to cuny.jobs
- In the box marked “Job Title / Keywords,” enter “24579”
- Click on “Administrative Manager—Aaron Copland School of Music”
- Click on the “Apply Now” button and follow the instructions.

Candidates must upload a CV, name and contact information of three professional references, and a cover letter (.doc, .docx, or .pdf) through the CUNYfirst system.

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian-Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.