

101 Vera King Farris Drive | Galloway NJ 08205-9441  
[stockton.edu](http://stockton.edu)

**Title:**

Director of Stockton University Performing Arts Center (Unclassified)

**Requisition Code:**

S2200588

**Location:**

Galloway - Main Campus

**Job Category:**

Management

**Department:**

Arts & Humanities

**Salary:**

Salary commensurate with experience and is accompanied by an extremely competitive University benefits package.

**Posted Date:**

11/22/2022

**Close Date:**

N/A

**Overview:**

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at [www.Stockton.edu](http://www.Stockton.edu).

Faculty and Staff are committed to support Stockton University's commitment to diversity and strong student-centered vision and mission.

Successful candidates will be required to show proof of their COVID-19 vaccine status prior to their start date. Religious or Medical waivers may be requested at the time of employment offer.

This is an in-person on campus, non-remote position. For the 2022-2023 academic year, the University has implemented a pilot program allowing employees to work either a compressed 4-day

work week with extended workdays or may work from home one day a week. Participation is subject to Divisional Executive approval depending on operational need.

Stockton University is seeking applicants to fill a full-time Director position for the Performing Arts Center.

**Responsibilities:**

- Oversee diverse and inclusive multi-cultural programming and activities for the Stockton University Performing Arts Center (SUPAC), primarily, though not exclusively, in collaboration with programs within the School of Arts and Humanities
- Advocate for programming that responds to relevant social issues and trends
- Develop and align SUPAC's mission with the University's strategic planning and goals that cultivate University-wide relationships to strengthen multi-disciplinary engagement with the SUPAC
- Build partnerships with faculty to include arts and humanities participation in course curriculum
- Support inclusive student success
- Work with high-quality touring artists to create opportunities for masterclasses, residencies, and educational activities for Stockton University students and community patrons
- Develop strategic partnerships with community stakeholders, organizations, and schools to enhance educational programming, outreach activities and opportunities as well as audience development
- Develop outreach partnerships with community partners to provide complimentary ticketing to underprivileged youth and/or families
- Represent SUPAC at local, regional, and/or national conferences and events to promote awareness and enhance its reputation
- Collaborate with the Stockton University Art Gallery, Noyes Arts Garage and museum, and the African American Museum for cross-promotional purposes and to create meaningful membership opportunities for Stockton faculty, staff, students, and community patrons
- Oversee annual operating budget and maintain fiscal integrity and sustainability
- Maximize fundraising opportunities through grant proposals, and donor and sponsor stewardship in partnership with the Dean, Chief Development Officer, and Executive Director of the University Foundation
- Maintain a strong alliance with the SUPAC Friends Association to support their mission, solicit and engage volunteers, and provide opportunities for student scholarships
- Plan and execute publicity and marketing strategies for the SUPAC. Analyze and use revenue and patron data to drive such initiatives
- Manage operations and coordination of the SUPAC, Experimental Theatre, scene shop, costume shop, dressing room/green room facilities, lighting, audio, and related technical areas
- Oversee artist contracts and negotiations, hospitality, and the scheduling and use of the theatre facility
- Supervise professional, clerical, student, and volunteer staff working with the SUPAC
- Perform other duties as assigned by the Dean, School of Arts and Humanities and the Provost and Vice President for Academic Affairs

**Required Qualifications:**

- Master's Degree required
- Ability to work nights, weekends, and holiday based on event calendar
- Minimum of 3 years ticketing software and box office management required
- Minimum 5 years supervisory experience
- Minimum 5 years customer service experience
- Knowledge or background in the Performing Arts

**Preferred Qualifications:**

- House management experience a plus
- Budget management experience
- Strong computer technology experience
- Strong verbal, written, and interpersonal communication skills

**Required Documents:**

Letter of Interest, Resume, Unofficial Transcripts

**How To Apply:**

**Screening of applications begins immediately and will continue until the position is filled.**

**Only electronic documents will be accepted. Please complete the on-line application in addition to providing the following required documents. All required documents must be submitted in order for your application to move forward. You may upload documents using Microsoft Word or PDF**

1. A letter of interest describing qualifications and accomplishments
2. A current resume
3. Unofficial transcripts
4. A list of three recent professional references (included in the application): Name, Organization, Email Address and Telephone

**SAME APPLICANTS: If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) , or call CSC at (833) 691-0404.**

Click [here](#) to apply.

**Please note:**

- Stockton University is an equal opportunity institution and encourages a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit [http://www.stockton.edu/affirmative\\_action](http://www.stockton.edu/affirmative_action) for information on Stockton’s Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday – Friday between 8:00am – 5:00pm.
- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.
- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton’s Annual Security and Fire Safety Report (ASF SR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASF SR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the report are available at the Stockton University Police Department, Building 71, 101 Vera King

Farris Drive, Galloway Township, NJ, or, call 609-652-4390 to request that a copy be sent via postal mail.