



ALLENTOWN, PA

**Position Title:** Administrative Assistant, Theatre & Dance  
**Supervisor:** General Manager, Department of Theatre & Dance  
**Classification:** Staff Associate (non-exempt), full-time  
**Schedule:** 35 hrs/wk during academic year, lighter summer schedule (1,690 hrs/year total)

**About the Theatre & Dance Department:**

A vigorous, nationally-ranked department of over 400 students and 17 full time faculty, Muhlenberg's Theatre & Dance Department offers BA degrees in **theatre** (with concentrations in acting, directing, design/technology, stage management and performance studies) and/or **dance** (with concentrations in performance, choreography, dance science and dance education). The department trains student artists at the level they might find in a conservatory setting, but maintains a commitment to educating those selfsame artists as individual thinkers in the liberal arts tradition. During the academic year, the department also produces an extensive mainstage season of 6 full-scale theatre productions and 3 major dance concerts, maintaining a longstanding commitment to diversity of repertoire rooted in values of inclusion and social justice – a commitment reflected equally in the department's curricula.

**Position Overview:**

The person in this position, under the general supervision of the General Manager, Department of Theatre & Dance, will perform administrative and secretarial support functions for the department, receiving instructions from all department members including adjuncts.

**Characteristic Duties & Responsibilities:**

- A. Acts as receptionist for individuals visiting for appointments or dropping in. Interacts with families interested in touring the facilities and speaks with them about the nature of the Department; provides warm reception to telephone callers.
- B. Prepares and maintains correspondence, reports, teaching materials and other documents for faculty members of department. Receives and distributes mail to department members.
- C. Supports the critically important recruitment efforts for both Dance and Theatre Programs, working with heads of Dance and Theatre Programs to generate recruitment materials, manage mailings and data about prospective students, and coordinate the Dance Open House/Auditions; provides on-site administrative support for the three Saturday events.
- D. Maintains prospective student/recruiting database including all correspondence, mailings, audition registrations, campus visits and appointments. Prepares reports as needed.
- E. Prepares mailings for the department, including correspondence with incoming first-year students.
- F. Orders supplies for the department.
- G. Makes photocopies, including exam materials, as required. Assists faculty, staff and students with copy machine use and maintains office machines, clearing minor machine problems; arranges service for more complex repairs and maintains copy supplies.
- H. Coordinates award celebrations, annual and one-time events and activities sponsored by or administered by the department and/or individual department members.
- I. Participates in planning and administers logistics of departmental participation in special events of the College.
- J. Maintains student files and database of students who are majors/minors, including major/minor GPA data. Calculates senior departmental grades for graduation.
- K. Provides administrative assistance for all facets of faculty searches for the department.
- L. Makes travel arrangements for department members.

- M. Prepares class schedules under the direction of the Department Head.
- N. Works with General Manager to provide direction for, and coordination of the activities of, student office workers.
- O. Assists with departmental website development; provides or assists with updates and maintenance of website.
- P. Maintains files, inventories and records. Particular emphasis placed on student advising files.
- Q. Carries out the numerous administrative tasks required to orient and set up new adjunct faculty members each semester, including everything from facilitating onboarding and establishment of an email account to communicating policies on academic and scheduling matters.
- R. Assists faculty with formatting and/or preparation of manuscripts and papers.
- S. Completes other projects and administrative duties as assigned.

**Qualifications:**

1. BA or BS college degree preferred, experience in the arts field is beneficial.
2. Excellent word processing, database management and spreadsheet skills essential (Word, Excel, Canvas, Contribute). Must be willing and able to learn new applications, systems (for example, 25Live scheduling system) and how to make website updates. Website management experience is not required, but is a plus.
3. Willingness to embrace the department's culture and to be a mentor and teacher to students as opportunities arise is essential.
4. Demonstrated initiative, patience and confidentiality while working in an environment subject to frequent interruptions. Must be capable of working with student workers in an open, often busy, academic department office that also runs a highly active production program of theatre productions and dance concerts.
5. Strong customer service orientation essential.
6. Excellent written and oral communication skills required.
7. Diplomatic, able to deal tactfully and courteously with students, applicants, faculty, and College staff from Plant Operations to the President's Office.
8. Organized and self-motivated, able to work as part of a team and to manage expectations and competing priorities of multiple constituencies simultaneously.
9. Must be enthusiastic about interacting as receptionist with the nearly 500 students who come through the offices every semester, as well as with families interested in tours of the facilities.

Muhlenberg College is an Equal Opportunity Employer. All employees are expected to support Muhlenberg's commitment to function as a diverse, caring, inclusive community.