



# ANDERSON UNIVERSITY

Office of Work Life Engagement

## POSITION ANNOUNCEMENT

**Position:** Director  
**Department:** Conference and Event Services  
**Reports to:** Vice President for Enrollment, Marketing and Communication

### Responsibilities:

The Director of Conference and Event Services is responsible for leading and directing the university conference and event program. The position plays an integral role in overseeing all events at Reardon Auditorium as well as coordinating oversight of other non-academic, non-athletic events across campus. The position partners closely with leaders from academic and administrative departments within the AU campus as well as several others outside the community such as concert promoters, talent, community partners and external event services personnel. The director represents the university at various events and must be proficient in public speaking and writing skills.

Primary responsibilities include, but are not limited to:

- Serve as Building Manager for Reardon Auditorium
- Supervise key event staff personnel and student employees
- Oversee Budgets for Reardon Auditorium/Conference & Event Services
- Provide Annual Income Projections for Conference & Event Services
- Maintain conference client relationships, hosting site visits as requested
- Determine the logistical needs for the client for new conferences and events
- Oversee billing by Office Manager for all outside groups using AU facilities and internal groups using Reardon Auditorium or CES services
- Coordinate with Marketing Director for marketing requests for Reardon Auditorium and Conference & Event Services
- Responsible for Reardon concert operations including preparing contracts for promoters and overseeing needs for concert and hospitality arrangements
- Oversee Box Office Operations for AU performance venues (Reardon Auditorium, York Performance Hall, and Byrum Hall)
- Serve on Campus planning committees for high profile campus events, as requested
- Oversee policies and guidelines for scheduling and prioritization of internal campus events
- Coordinate logistics to carry out major campus events, such as AU Commencement, Homecoming, and additional major events, as determined
- Attend Lodging & Attraction meetings, as held by Madison County Convention & Visitors Bureau
- Responsibilities as Director of Summer Camps and Conference operations including dorm assignments scheduling classrooms and other items as needed,
- Manage recruitment and hiring of conference summer staff
- Maintain availability for on-call needs 24/7 by radio and cell phone

The Department of Conference and Event Services is comprised of a small number of full and part-time staff and a student staff of approximately 35+ students. This position will oversee the Technical Director, Office Manager and Scheduler and the Technical Assistant.

**Qualifications:**

Bachelor's degree required. Minimum qualifications include a proven record of success in event management and a minimum of five years of progressively responsible experience in the administration of events or an event venue. Qualifications of the most qualified candidates include superior communication skills; supervisory experience in event management; competency in analyzing event opportunities; understanding of the innovative uses of technology; ability to articulate the mission and values of the institution; and a strong personal faith in Jesus Christ. The university is seeking a candidate with demonstrated openness to interacting with people whose lives have been shaped by cultures different from their own. Must meet university lifestyle expectations.

This is a full-time position eligible for full-time benefits.

**Position Available:** Immediately

Qualified and interested candidates should submit a letter of interest, resume and [employment application](#) to [staffjobs@anderson.edu](mailto:staffjobs@anderson.edu). Persons with an application on file or current university employees should send an email to [staffjobs@anderson.edu](mailto:staffjobs@anderson.edu) to express interest in this position. Current employees are also expected to notify their supervisor of their interest in this position.

[Anderson University](#) is on a [mission](#) to educate students for lives of faith and service, offering more than [60 undergraduate majors](#), [30 three-year degrees](#), [20 NCAA Division III intercollegiate sports](#), alongside [adult](#) and [graduate](#) programs. The private, liberal arts institution is fully [accredited](#) and recognized among top colleges for its [business](#), [computer science](#), [cybersecurity](#), [dance](#), [engineering](#), [nursing](#), and [teacher education](#) programs. Anderson University was established in 1917 in Anderson, Indiana, by the [Church of God](#).

*AU is an equal opportunity employer. Persons who bring diversity are encouraged to apply.* Anderson University complies with federal and state requirements for non-discrimination in employment with regard to sex, age, race, color, disability, and national and ethnic origin.