



POSITION ANNOUNCEMENT

PERFORMING ARTS ASSISTANT

Lincoln Trail College

DESCRIPTION: Part-time Performing Arts Assistant reporting to the Performing Arts Coordinator at Lincoln Trail College. Job duties include, but are not limited to: coordinating Applied Music lesson schedules for LTC students and instructors; coordinating publicity for all Performing Arts events; designing and printing production programs and tickets; coordinating benefactor program, including developing letters seeking donations, sending thank-you correspondence, receiving donations and maintaining a list of donors; bookkeeping for Performing Arts ticket sales, donations, fundraising, ticket sales and advertising; operating and managing the box office during Performing Arts events; and ordering and receiving supplies for the department.

QUALIFICATIONS: Associate's degree in Office Careers or related area preferred; high school diploma required. Successful applicant must possess excellent phone and customer service skills along with the ability to work with students, faculty, and the public. Computer skills required with experience in Photoshop or similar program, Word, Excel and Outlook preferred. Applicant must be detail-oriented, able to multi-task, and maintain confidentiality.

HOURS: Up to 28 hours per week.

WAGES: Commensurate with education and experience.

APPLICATIONS: Send application forms (available online), cover letter, resume, and official transcripts to:

Lincoln Trail College
RE: Performing Arts Assistant
11220 State Hwy 1
Robinson, IL 62454

APPLICATION DEADLINE: Applications will be accepted until position is filled

STARTING DATE: Negotiable

Illinois Eastern Community Colleges is a multi-campus district with four colleges and an administrative office located in rural southeastern Illinois: Frontier Community College in Fairfield, Lincoln Trail College in Robinson, Olney Central College in Olney, and Wabash Valley College in Mt. Carmel. Illinois Eastern Community Colleges is accredited by the Higher Learning Commission (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education

EQUAL OPPORTUNITY EMPLOYER

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