



- Have the minimum of a master's degree awarded prior to the start date, or a bachelor's degree and substantial concert and event management experience
- Be able to collaborate with many different constituencies, including but not limited to Music faculty, the Music Department's Departmental Services Coordinator, guest artists, guest artists' agents and representatives, staff from the Office of Marketing and Communications, staff from the Dean's Office and President's Office, staff from Institutional Advancements, etc.
- Be able to juggle multiple tasks simultaneously
- Be able to plan and execute multiple concerts and events at the same time
- Be organized
- Be attentive to details
- Strong communication skills, including quick response time to emails, texts, and phone calls
- Be able to dedicate 35 hours/week in-person (on campus). This position requires flexible in-person hours that may

If you have any questions about the position, the application materials, or the application instructions, please contact: Department Chair, Adam Schoenberg at [aschoenberg@oxy.edu](mailto:aschoenberg@oxy.edu). If you have questions about Interfolio or the application process, please contact the Academic Support Administrator, Beatrice Gonzales, at [facultysearch@oxy.edu](mailto:facultysearch@oxy.edu).

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College's strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit <https://www.oxy.edu/offices-services/humanresources/benefits-information>.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment