EVENTS AND COMMUNICATION SPECIALIST  
AFRICAN AMERICAN ARTS INSTITUTE  
OFFICE OF THE VICE PRESIDENT DIVERSITY, EQUITY AND MULTICULTURAL AFFAIRS  

SALARY RANGE: $47,476 - $49,476  

JOB SUMMARY:  

Reporting to the Executive Director of the African American Arts Institute (AAAI), within the Office of Diversity, Equity, and Multicultural Affairs (OVPDEMA), this position researches data, responds to inquiries, initiates and reviews contracts, schedules and plans events, collaborates with internal and external constituents, assists in the overall long and short term planning and organizing of performance engagements and other events. Supports AAAI goals, objectives, and its mission, as well as the mission and priorities set by OVPDEMA and Indiana University. Ensures appropriate and timely arrangements of performance engagements for AAAI’s ensembles, African American Dance Company, African American Choral Ensemble, and IU Soul Revue while creating opportunities among a diverse and wide range of local, national, and international performance venues that may include educational facilities, churches, nightclubs, civic, and professional performance arenas. Develops, coordinates, and executes AAAI’s marketing, promotion and outreach strategies for the academic school year and summer activities while interfacing with OVPDEMA Marketing and Communications. Gathers data, writes and edits text, and ensures successful media communications, promotional writing, graphic design, website design, and site maintenance in accordance with university branding guidelines and marketing and communications team review. Develops financial estimates and budgets and creates and maintains reports; and serves as AAAI liaison among university departments across all campuses, external constituents, community, and regional and national organizations. Builds and maintains positive relationships with faculty, staff, students, audience members, university units, media outlets, alumni, presenters, and donors. Assigns projects, supervises, schedules work hours, trains and evaluates performance of employed temporary graduate and undergraduate work study students and temporary staff.  

QUALIFICATIONS:  

REQUIRED: Bachelor degree in arts management, music business, journalism, business or related fields. Master’s degree preferred. Three years of collegiate or professional experience as an administrator, director, promoter, producer or publicist of music, theater, and/or dance events and two years of collegiate or professional level experience as a performer of live music, theater, and/or dance events involving African American genres and subject matter.  

Cultural competency, knowledge of African American cultural history, and current events; and proven ability to effectively communicate with artists, presenters, audiences, and performance support personnel with clarity, using performance-related language appropriate to African American popular music, choral, and dance traditions. Basic knowledge of photographic and video media production processes, including image resolution, framing, video capturing, storyboarding, and editing; and proven website and social media management skills. Excellent
interpersonal, written and verbal communication skills including ability to work collaboratively and build rapport with internal and external constituencies such as administrators, faculty, staff, students, alumni, agencies, community, schools, and professional representatives. Strong organizational and planning skills; excellent editorial skills; ability to write, read, and interpret performance contracts and technical riders; and sound knowledge, understanding, interpretation, and construction of financial budgets. Excellent skill with use of word processing, database, spreadsheets, and presentation software and report writing; basic knowledge of Adobe Create Cloud applications; and ability to work on Macintosh and PC platforms. Must possess a valid driver’s license with the ability to be insured by Indiana University. This position will require travel within and out of state by car, bus, or airplane, as well as possible international travel. Must be available to attend and work evening and weekend sessions and events.

To apply for this position, please visit https://iujobs.peopleadmin.com/ and search for job listing #03361P. A cover letter and resume are required to apply. Applicants selected for an interview are required to provide two professional letters of written recommendation for the position.

Indiana University is an equal employment and Affirmative Action Employer and a provider of ADA services. All qualified applicants will receive consideration for employment without regard to age, ethnicity, color, race, religion, sex, sexual orientation or identity, marital status, national origin, disability status or protected veteran status.