



VISITING ASSISTANT PROFESSOR OF CONCERT AND EVENTS MANAGEMENT

Department of Music

POSITION SUMMARY

The Department of [Music](#) at Occidental College invites applications for a non-tenure track Visiting Assistant Professor of Concert and Events Management with appointment to begin July 1, 2025.

The Visiting Assistant Professor of Concert and Events Management is a full-time, full-year position responsible for all concerts and events production, programming, promotion, and community outreach for the Music Department, including the John Branca Institute for Music. This Professor reports jointly to the Director of Choral and Vocal Activities, the Director of Instrumental Activities, and the Director of the John Branca Institute for Music. The successful hire will be required to teach at least one 2-unit course each year that will likely be dedicated to topics such as stage management, concert and events production, live-streaming, and concert promotion, including skills such as how to write program notes and develop a concert program booklet.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

Below are the duties of the Visiting Assistant Professor of Concert and Events Management, which should give a sense of the scope and kind of work expected of the position. Other duties may be assigned as necessary.

1. Plan and manage the production, publicity, and physical set-up and breakdown of Music Department concerts and events, Branca Institute events (including conferences and summer camps), and select events sponsored by other departments in cooperation with the Music Department
2. Oversee and assist in managing the technical equipment required to produce these concerts and events
3. Manage scheduling of concerts and events and maintain internal and public calendars; coordinate departmental events schedule with events produced by other arts departments, Oxy Arts, the Office of Student Life, and the Office of Religious and Spiritual Life. Manage all concert and event content on the department's website
4. Manage all departmental social media and collaborate with the College's Office of Marketing & Communications to disseminate posts to the broader Oxy community.
5. Work with the Directors of Instrumental Activities, Choral & Vocal Activities, and the Branca Institute, manage the technical equipment for performances.
6. Train and oversee student employees to assist with events
7. Correspond with guest artists' agents and representatives for all Branca and Hume events, and Culley events (if it requires negotiating with an agent or representative), and oversee the contract process; ensure that contracts are created in advance of programs and events and to ensure that Occidental fulfills all contractual obligations
8. In consultation with the Music faculty, develop a Music Department newsletter each fall to be sent to Oxy Music Alumni and the college community.
9. Keep careful records of work tasks, processes, website accounts, common problems, vendors, and schedules

QUALIFICATIONS

- 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 include evenings and weekends to accommodate all Music-related events.
- Preference will be giving to candidates with experience in teaching courses related to concert and events management
- Preference will be given to candidates with recording and live streaming experience for concerts

SALARY RANGE

EXPECTED SALARY RANGE: Starting at \$61,000 (for a 12-month appointment)

If you are offered this position at Occidental College, your final base salary compensation will be determined based on factors such as skills, education, experience, and/or geographic location. In addition to those factors, Occidental complies with applicable pay equity laws and considers internal equity among current employees when developing the final offer. Please keep in mind that the range mentioned above is the base salary range for the role. Hiring at the maximum of the range would not be typical in order to allow for future and continued salary growth.

APPLICATION INSTRUCTIONS

To be considered, your application materials must be received by midnight Eastern time (9:00 pm Pacific time) on February 15, 2025.

Applicants must submit a complete application package electronically via Interfolio to be considered by the search committee. <http://apply.interfolio.com/161217>

A complete application includes all of the following:

- Cover Letter in which you describe the education, training, experience, and/or skills you possess that are relevant to the duties and qualifications listed above. In your cover letter, please also explain your pedagogical approach to teaching, especially your approach to teaching introductory courses in the field of concert and events management (2 pages max)
- Curriculum Vitae
- A list of up to three courses you are prepared to teach with one-paragraph descriptions. (You might include in your descriptions the topics covered, student assignments, and any other distinguishing features of the course.)
- A minimum of two, and not more than three, reference letters that speak to the applicant's suitability for this position

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. If you have questions about Interfolio or the application process, please contact the Academic Support Administrator, Beatrice Gonzales, at facultysearch@oxy.edu.

ADDITIONAL INFORMATION

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 Ordinance.

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 process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.