

# **BELHAVEN UNIVERSITY**

## **Administrative Assistant to the Theatre Department**

Belhaven University is an innovative and academically progressive institution built on the timeless principles of scholarship, service, and biblical truth. Since its founding, Belhaven University has sought to fulfill the mission expressed in its motto: "to serve, not to be served."

"Our Standard is Christ" is the identifier of Belhaven University because as an institution we are committed to honoring the Lord in all we do. Located in Jackson, Mississippi, we are one of America's most innovative and fastest growing private schools, serving nearly 3,500 undergraduate and graduate students. This includes the 940 traditional students in Jackson. Belhaven University was an early innovator in accelerated adult education, and have equally led the way among Christian schools in establishing robust online degree programs.

### **Description of Position**

The Administrative Assistant in the Department of Theatre supports the artistic and academic initiatives of the department. In addition to clerical, administrative, and box office responsibilities, the Administrative Assistant takes an active role in coordinating the department's recruiting and social media efforts.

### **Responsibilities**

- Develops and implements effective box office procedures for all departmental productions.
- Designs and prints production programs.
- Coordinates with University Relations to market the department's productions.
- Creates content for the department's social media accounts.
- Assists with recruiting efforts by distributing email bursts, mailings, and phone calls and by working with the Admissions Office to schedule visits and appointments with prospective students.
- Maintains departmental budget spreadsheets and handles paperwork pertaining to performance licenses, guest artist contracts, check requests, and purchasing cards.
- Attends weekly faculty meetings and production meetings.
- Plans and implements receptions/events as assigned by the chair.
- Supervises student house managers, ushers, box office workers, and office work study employees.
- Additional duties as assigned by the chair.

This announcement covers most of the significant duties performed by the position, but does not include other work, which may be similar, related to, or a logical assignment for the position.

### **Qualifications**

- Bachelor's degree required.
- Proficiency with Excel and Word required.
- Proficiency with Adobe Creative Suite, video editing and digital media content creation strongly desired.
- Basic familiarity with theatre operations is preferred.
- Strong writing skills required.
- Strong organizational skills required.

- Attention to detail is essential.
- Must be able to meet deadlines and to prioritize tasks.
- Must be available for occasional evening and/or weekend responsibilities (total time not to exceed 40 hours a week)
- The successful candidate must articulate a Christian worldview in one's area of service and must fully support the University Vision, Mission and Statement of Faith.

<https://www.belhaven.edu/about/mission/>

Interested applicants may make application by submitting:

- 1) Letter of interest
- 2) Resume
- 3) Reference list with contact information (including personal Pastor)
- 4) Statement of faith, including description regarding how the candidate would seek to integrate their faith into the Administrative Assistant position.
- 5) Please prepare a brief account (no more than 750 words) of your spiritual pilgrimage including the time and circumstances surrounding your becoming a believer in Christ and your current relationship with Christ.

Please review Belhaven University's [Commitment Statement](#) including our employee expectations. Should you receive a job offer, you will be asked to accept this agreement by signing it.

Only applicants who submit all five required items will be considered. Interested applicants should send their information to:

Monica French  
Provost Office Project Manager  
[mfrench@belhaven.edu](mailto:mfrench@belhaven.edu)

Employment at Belhaven University is contingent upon the results of an independent background check.