Harcum College in Bryn Mawr, PA, a leader among the nation’s independent, two year colleges, has an immediate opening for a Campus Activities Coordinator. This position is responsible for assisting the Director of Campus Activities with the managing all campus functions inclusive of the Kevin D. Marlo Little Theatre.

- Plan, organize, and supervise a variety of events including but not limited to: concerts, dance performances, speakers, workshops, off campus trips, film screenings, and art exhibits…etc.
- Work with Campus Activities department to research and develop new ideas for events and activities.
- Provide information to faculty, staff, students, and outside organizations regarding theatre use and capabilities.
- Create internal graphics, flyers, and advertisements for each event.
- Responsible for maintaining theatre calendar and coordinate events between various campus and outside departments.
- Oversee outside rentals of the Little Theatre.
- Coordinate events for community agencies.
- Work with the Office of Communications and Marketing to advertise events in the community and campus publications.
- Maintain direct contact with personnel from the various outside organizations and college departments associated with scheduled events.
- Assist with making sure that all students, faculty, and staff are aware of events and activities happening on campus.
- Assist Director of Campus Activities with all campus wide events.
- Responsible for set-up and tear down as well as security requests, work orders, and tech requests for various events.
- Update online calendar as well as update website content for Little Theatre and Campus Activities page.
- Responsible for updating Facebook, Twitter, and Instagram pages.
- Attend events to facilitate operations and respond to emergencies, problems, etc., ensure all aspects of events are implemented and controlled according to plan.
- Serve as Student Government Association advisor as needed.
• Keep event boards around campus up to date and help with the graduation event board as well as post event flyers around campus and in different building.
• Other duties as assigned.

Qualifications:

• Outstanding organizational, interpersonal communication, and problem solving skills.
• Skill in public relations and handling complaints.
• Must be able to coordinate several events simultaneously.
• Strong attention to detail is essential.
• Must be able to work nights and weekends.
• Previous experience in event planning and visitor services preferred.
• Must be able to work with minimal supervision.
• Previous experience with Student Leadership advising is strongly desired (Student Government preferred)

ABOUT HARCUM COLLEGE

Harcum College is an independent, coeducational, fully accredited, residential college. The College offers associate degrees in allied health, business and social science, as well as certificates and a variety of continuing studies programs.

Founded in 1915 by Edith Hatcher Harcum and Octavius Harcum, it was the first college in Pennsylvania chartered by the state to offer the associate degree. Today Harcum has degree programs on its Bryn Mawr Campus, located about 20 minutes west of Philadelphia, programs online and at Partnership Sites throughout the region, serving approximately 1,500 students.

Harcum provides quality instruction from faculty, close student-faculty collaboration, small class sizes, and individualized support services.

COMPENSATION
Harcum College offers a comprehensive benefits package and the salary will be commensurate with experience. Harcum College is an equal employment opportunities employer. Please send cover letter and resume including work history to:

Claudine Vita
Director, Human Resources
Harcum College
750 Montgomery Avenue
Bryn Mawr, PA 19010
Fax: 610-526-6011

Preferred response for this position is via email: cvita@harcum.edu