



On campus at Chapman University, Musco Center for the Arts is a state-of-the-art venue covering 88,000 breathtaking square feet and boasts an intimate seating chamber with 1,044 seats on three levels. Musco Center can accommodate full-scale operas, musicals, ballets, symphonies, chamber performances, jazz, pop and international events.

### OPERATIONS ASSISTANT

Reporting to the Operations Manager, Operations Assistants will support Musco Center departments with operational tasks and challenges. These tasks frequently include data entry, scheduling, support requests, and some administrative tasks. This support work will often require the Operations Assistant to work as project coordinator where responsibilities will include progress tracking, identifying roadblocks, and following up on requests with various team members and other campus partners. This operational support may take place remotely or in-person as dictated by campus policy and operational need.

This position will report to campus as needed by Musco Center and College of Performing Arts production schedules and requirements. On-site, this position will additionally perform an operations, security and access role.

Musco Center for the Arts' commitment to cultural equity aims to create a brave space in authentic partnership with artistic, academic, and surrounding communities to re-imagine, dream, and work toward a just, anti-racist, and equitable arts hub that reflects the community's values and advocates for the most vulnerable. All Musco Center staff members are expected to participate fully in this work.

Musco Center produces a variety of programming and has a diverse group of users – the successful candidate will navigate the season with impeccable, client-oriented service; a safety-first approach; and a desire to foster a collaborative, respectful work environment.

**Key Qualifications:** Proven ability to carry out duties in a timely manner; requesting clarification where required. High level of organization and ability to follow and carry out instructions. Strong written communication skills to prepare clear, concise, and grammatically correct business correspondence, operational emails and reports. Strong oral communication skills to convey accurate information in a tactful and diplomatic manner. Strong commitment to teamwork. Eagerness to engage in Musco Center and Chapman University's Cultural Equity initiatives and a desire to create a just and equitable performing arts industry.

This is a part-time position. Successful candidates will be added to a scheduling pool of 2-3 employees and will be scheduled from 16 – 30 hours per week, with an annual max of 900 hours.

**To apply:** Candidates may complete an online application at <https://chapman.peopleadmin.com> (Job number 20170912), e-mail resume to [cujobs@chapman.edu](mailto:cujobs@chapman.edu), or fax resume to (714) 997-6901. For additional information about the university, department or position, visit [www.chapman.edu](http://www.chapman.edu) or [muscocenter.org](http://muscocenter.org)



*Chapman University is an equal opportunity employer committed to fostering a diverse and inclusive academic global community. The University is dedicated to enhancing diversity and inclusion in all aspects of recruitment and employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, gender expression, national origin, ancestry, citizenship status, physical disability, mental disability, medical condition, military and veteran status, marital status, pregnancy, genetic information or any other characteristic protected by state or federal law. The University is committed to achieving a diverse faculty and staff and encourages members of underrepresented groups to apply.*