

POSITION DESCRIPTION

TITLE: Southern Maryland Folklife Center Administrator – (Part-time, Contingent)

Collective Bargaining – Ineligible – Contingent

Contingent positions are not eligible to participate in collective bargaining.

JOB SUMMARY:

The Southern Maryland Summer Folklife Center Administrator oversees all aspects of the Southern Maryland Folklife Summer Workshops. This position reports to the Center's co-director, Jerry Gabriel, Professor of English and Project Director of The SlackWater Center; and liaises with co-director's Erin Peters, Director of Boyden Gallery; and Kent Randell, College Archivist.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.
- Primary responsibility is to oversee all administrative aspects of the 2022 Southern Maryland Folklife Summer Workshops, a new annual summer event held at St. Mary's College of Maryland (SMCM) and designed to celebrate and support community-based living cultural traditions of southern Maryland (St. Mary's, Calvert and Charles Counties). This will include a wide swath of Center-related tasks:
 - Marketing & Advertising—Works with Center Co-Directors and the Office of Integrated Marketing and Strategic Communications to generate ad copy to promote the event, as well as maintaining social media accounts.
 - Assists with Assessment of Program Efficacy—Helps Co-Directors devise tools for assessing participant response to the Summer Workshops.
 - Surveys Needs for Programming—Administers surveys to Southern Maryland residents about their interests in programming.
 - Schedules Center Events—Works with Co-Directors to create a schedule for the Summer Workshops and will liaise with various offices at SMCM to assure events can be held without issue.
 - Website Creation & Management—Works with the SMCM web development team and Co-Directors to develop the Center web presence, providing content and maintaining the site once it is completed.
 - Maintains Correspondence—Responds to queries in reference to the Summer Workshops via email as is appropriate.
 - Oversees Registration Database—Works with the creative directors in maintaining and monitoring the registration database for the Summer Workshops.
 - Liaises with Center Co-Directors in order to strategize for all of the above.
 - Performs other tasks related to the creation and administering of the annual Summer Workshops.
- Receives training and assistance from Center's co-directors.
- Maintains good communication and works collaboratively with Center's staff and participants, vendors, and College staff and faculty.

Position Description
Southern Maryland Folklife Center Administrator
Page 2

MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree required.
- Experience: Computer technology experience required. Previous experience in event planning preferred.
- Must be proficient in the Microsoft Office suite (MS Word and MS Excel) and Adobe Acrobat Professional, as well as willing to learn several web-based applications, such as a registration database.
- Must be willing to work alongside student employees and student interns.
- Must be able to work at least 10 hours/week. The ability to scale work hours up to 30 hours/week for the week of the event in June 2022 (the specific dates are yet to be determined). Attendance at the event is a necessary component.
- Must be flexible and adaptable. Must be detail-oriented, reliable, and dependable.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.