

JOB DESCRIPTION:	Assistant Director for Cultural Affairs		
DEPARTMENT:	Cultural Affairs		
REPORT TO:	Cultural Affairs Director		
EEO CLASSIFICATION:	First/Mid Offs & Mgrs.	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#435110	DATE APPROVED:	01-JAN-2025
		DATE MODIFIED:	25-AUG-2025

SUMMARY: The Assistant Director of Cultural Affairs is a full-time, professional position, with the primary responsibility of supporting the cultural event planning, management, and logistical functions for Western New Mexico University. Effectively carries out cultural events for diverse and distinguished guests in a manner that enhances the image of the university. Functions under the supervision of the Director of Cultural Affairs.

DUTIES:

1. Provides event planning process and logistics management support for the campus and community programs developed by the Office of Cultural Affairs.
2. Provides guidance on departmental standards and manages realistic project scope expectations throughout entire cultural event process.
3. Provides training and experience, communication and creation, and executive-level correspondence across stakeholder groups with superior interpersonal skills.
4. Follows university standards, production service guidelines, event compliance and campus policies, to include facility usage. Maintains event and integrity standards, departmental production compliance, and advocates for success with all cultural events.
5. Oversees cultural event services for catering, risk management, facilities, production and technology support, and review of reservation and event booking contracts. Maintains event tracking for vendors, facilities, and services. Provides resolution options and communication for event support to campus partners.
6. Manages multiple priorities in a fast-paced environment and provides detailed and concise and responsive communications. Maintains the highest level of quality, professionalism, and integrity in all departmental tasks. Provides operational support as assigned to include monitoring request responses, and preparing availability grids and timeline tracking.
7. May manage department or program budget in coordination with Business Affairs and Accounting. Interprets, monitors, and analyzes financial operations and transactions, forecasts trends and provides reports and analyses for the department or program. Prepares formal budget documents, expense projections, and reports for programs' management, University, and state funding sources for approval of budget revisions and adjustments.
8. Maintains event management tools and resources and online platform for ease of access to all campus community to include ticket sales, auditing, and reporting.
9. Demonstrates the ability to resolve and manage conflict proactively and project a positive attitude.
10. Trains and supports staff on systems, platforms, and event process.
11. Updates event reference materials and promotes departmental philosophy and practice of sustainable cultural event management practices.
12. Additional duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree, preferably in areas directly related to any of the following areas of study: business management, event management, project management,

logistics, hospitality or marketing. Completed degree(s) from an accredited institution that is above the minimum education requirement may substitute for experience on a year for year basis. A master's degree can substitute for a related field and/or some years of experience. Three years of professional experience working in event planning and/or production, preferably in a university environment or equivalent combination of education and experience Experience in program management, event and project management, marketing, or facility-usage management at a university or equivalent industry experience. Bilingual (Spanish) required.

2. **Job Knowledge:** Ability to assess, evaluate, and trouble-shoot complex event work-flow and operations. Thorough knowledge and understanding of concepts, principles, and practices of event management. Strong interpersonal communication skills including social perceptiveness and diplomacy with individuals at all levels in all levels of communication – in person, in writing, or by telephone. Demonstrated ability to manage complex tasks including prompt and persistent review of project deadlines and event needs. Exceptional organizational and project management skills and experience with the ability to multi-task with flawless attention to detail managing in-time responsiveness. Exceptional verbal and written communication skills. Ability to manage team and take ownership of all assignments to ensure all milestones are clearly communicated and met while developing positive rapport with community, staff, administrators, and faculty. Ability to direct and perform detailed work with accuracy under time demands in a fast paced, results oriented, community environment that values growth mindset and life-long learning. Ability to be proactive and provide systems solutions to manage the event process and motivate the team. Ability to perform the essential functions of this position, with or without reasonable accommodation.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. This position may also include light housekeeping responsibilities related to event support, such as preparing and maintaining guest accommodations (e.g., bedding and lodging spaces) for visiting vendors and performers. Will be required to work additional/flexible/weekend and evening hours or days depending on circumstances and scheduled events.
4. **Other requirements:**
 - a. New Mexico Driver's license
 - b. Defensive driving course completed within the first 6 months (if applicable)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)