General Description
Manages educational outreach activities, the Rialto series, and guest artist activities.

Examples of Duties
- Designs educational outreach programs, such as corresponding study guides.
- Establishes relationships with arts education entities, local school boards, the Georgia State University (GSU) School of Music, sponsors, etc.
- Creates the marketing plan and corresponding material.
- Coordinate the education web page design.
- Maintains a budget for education programs and Rialto series.
- Maintains the database for education programs.
- Manages the Rialto Series contracts.
- Serves as liaison between the Rialto Center and guest artists, agents, and managers.
- Serves as the on-site Event Manager for the Rialto series and for rental events.
- Supervises the events staff during on-site events.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of performing arts industry standards.
- Knowledge of contract negotiation.
- Knowledge of facility and event management.
- Knowledge of University, state and local compliance and regulations.
- Ability to communicate effectively verbally and in writing.
- Ability to work under pressure and handle stressful situations.
- Ability to supervise and direct the work of others.

Minimum GSU Hiring Standards
Bachelor's degree in Business or a related field and two years of supervisory or managerial experience; or a combination of education and related experience. Experience working with artists and agents preferred.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.