



## Wingate University Director of External Events

Wingate is one of the fastest-growing independent universities in the state, serving more than 3,600 students on three campuses. We emphasize faith, knowledge, and a spirit of service in all our programs regardless of the field of study. At Wingate, we are committed to an inclusive and welcoming environment for working, learning, and living. As an equal employment opportunity employer, we respect each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce. Wingate's main campus is located on 400 acres of beautiful landscape and is only 25 minutes from the Charlotte metropolitan area. Learn more at [www.wingate.edu](http://www.wingate.edu).

**Position Title:** Director of External Events, Marketing and Events

**Position Location:** Wingate Main Campus

**Position Summary:** The Director of External Events is responsible for planning, implementing, and assessing all external events. The ideal candidate will be a strong project manager and have a passion for creating connecting and engaging event opportunities for the community.

### **Duties and Responsibilities:**

- Increase rental client base and revenue.
- Coordinate rental and external event details.
- Manage rental contracts and payments and when needed, manager performer contracts.
- Curate and contract performers to attract and engage internal and external audiences.
- Manage performance facility ticketing system.
- Manage professional and student staff members.
- Regular and predictable attendance on campus.
- Other job duties/responsibilities as assigned.

### **Qualifications and Experience:**

- Bachelor's degree.
- 5+ years of event planning experience.
- Excellent customer service skills.
- Willingness to work night and weekends as needed.
- Strong organizational skills.
- Supportive team worker.
- Exceptional attention to detail.
- Possess an appreciation for diverse, first-generation, non-traditional, and socio-economically challenged students and a willingness to work individually and in groups to support success in application and matriculation into the program.
- Commitment to actively support and advance DEI initiatives.

To apply, please submit a letter of interest, resume, and contact information for 3 references to Human Resources at [careers@wingate.edu](mailto:careers@wingate.edu). In the letter of interest, please address the opportunities this role has to support Wingate University's dedication to diversity, equity and inclusion.

*Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act and its amendments. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status. At this time we are seeking candidates who are currently legally authorized to work in the U.S.*