

## **Program Assistant**

The Regina A. Quick Center for the Arts at St. Bonaventure University seeks an energetic and detail-oriented professional to provide advanced event coordination in support of the Assistant Director of the QCA.

The Program Assistant will maintain a schedule of events for QCA, work with the Events Management Office and Food Services to coordinate receptions, provide hospitality and assist with accommodations for artists and performers and act as House Manager at all events held in the Quick Center. Three to five years experience, preferably with a University or other non-profit corporation, is required.

Interested persons should please send résumé, a list of at least three references and cover letter to the Office of Human Resources, St. Bonaventure, NY 14778. Seek to fill this position as soon as possible; application review will continue until a successful candidate is identified. EOE

July 2010