

MANUAL Student Employment Career Services	SECTION Student Job Description				PAGE 1 / 2 REVISIED 7/18
SUBJECT <i>Campus Events Student Manager</i>	RANK x274	GROUP IV	CBC Yes	PHYSICAL	

*Position specific

DEFINITION:

Under the directions and supervision of the Assistant Director. The student events manager performs all or part of the following duties:

- (a) Supervises other student employees/volunteers on event site.
- (b) Corresponds with performers, artists, and agents on the details of University sponsored events as assigned. This may include written correspondence as well as verbal communications.
- (c) Supervises and assists on-site technical set-up and breakdown for events, i.e. staging, sound equipment and lighting. This will involve moving equipment and risers and running a freight elevator.
- (d) Required attendance at meetings to realize details of various funded events. This may also include attendance of other staff meetings with the assistant director, as needed.
- (e) Follow-up on publicity details on assigned events. This may include working with event presenters on poster distribution, actively send orders and print orders off campus.
- (f) Confirms and sets room reservations per specifications outlined by Assistant Director.
- (g) Performs various troubleshooting tasks on-site. This will include metering sound levels at outdoor events, crowd control on major events, and reporting problem areas as observed on location to the assistant director.
- (h) Performs clerical work involving typing contracts, purchase orders, requisitions, and invoices, charge set-ups and tracking distribution of tickets to various campus and off-campus outlets.
- (i) Prepares and assists ticket sales for University events. This includes arranging cash banks, charge set-ups and tracking distribution of tickets to various campus and off-campus outlets.
- (j) Minimum 20 hours per week. Special events may require more hours.
- (k) Performs related duties as assigned.

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BASIC QUALIFICATIONS:

Must be a graduate level student. Maturity of judgment; ability to think and work alone; experience in events programming; typing; flexible hours; artistic skills and technical expertise helpful.