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.
SUBJECT
Campus Events Student Manager

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.