

## **Event Manager Position Description**

Office of Student Life • University of Wisconsin-River Falls

<b>Title:</b>	Event Manager
<b>Department:</b>	Student Life
<b>Reports to:</b>	Student Life Program Coordinator
<b>Appointment:</b>	A twelve month appointment with a tentative start date in early June 2008 and an end date in late May 2009
<b>Classification:</b>	Level 2
<b>Remuneration:</b>	3 month Summer appointment at 25 hours/week: \$2,250 stipend with housing 9 month academic year appointment at 25 hours/week: \$4,000 stipend

### **Position Summary**

The Event Manager is responsible for supporting campus activities, programs, involvement opportunities, and events sponsored by Student Life and the Leadership Development and Programming Board Committees. The Event Manager works in the Involvement Center in the University Center. This position is a member of the Office of Student Life in the division of Student Affairs. This position requires some evening and weekend hours.

### **Responsibilities**

- A. Assist students and staff to develop a comprehensive program schedule to meet students' interests and needs.
- B. Secure appropriate performance facilities and communicate with appropriate University departments (Reservations, Public Safety, and Maintenance).
- C. Attend weekly events planning meetings.
- D. Ensure effective promotion of all events.
- E. Assist in preparation of facilities.
- F. Serve as the liaison between student committees and the building managers during events.
- G. Serve as an institutional host/contact at events and programs.
- H. Supervise event set ups and closings.
- I. Other projects as assigned by IC professional staff.

### **Summer Concert Series**

- A. Work with staff to determine the summer concert series schedule.
- B. Secure appropriate performance facilities and communicate with appropriate University departments.
- C. Attend concerts and assist the Event Coordinator with day-of-show details.

### **Qualifications and Conditions of Employment**

- A. Must be enrolled as a full-time student during the period of employment.
- B. Maintain a minimum cumulative grade point average of 2.0 before and during employment.