

GOOD TIMES PROGRAMMING (GTP) - INNOVATIVE SOUNDS COODINATOR

Scope of Responsibility

Innovative Sounds provides a wide variety of musical entertainment for the UWGB campus. Innovative Sounds finds music ahead of the trend and outside of the norm while still following the mainstream trends in music, such as music on the radio and in the lime light at the moment. Innovative Sounds also must open up the world of music in new and exciting ways. The area utilizes a combination of national acts and local talent to bring a fresh sound to campus.

General Responsibilities of the Innovative Sounds Coordinator:

1. Responsible to attend or appoint a qualified Team Member to attend every event sponsored by the Innovative Sounds area.
2. Maintain an accurate filing system within the area.
3. Develop and maintain a relationship with the GTP Team Members.
4. Maintain good communication and relations with agents.
5. Coordinate promotions for all Innovative Sounds programs.
6. Program according the Mission, Purpose, and Values of GTP.
7. Negotiate performance contracts with professional agents and for artists.
8. Responsible for assuring that both parties have met all points of the contract and rider.
9. Maintain at least 8 posted office hours per week.
10. Attend weekly GTP Executive Board meetings, which will be scheduled around member class schedules, without regard to other work schedules.

Specific Responsibilities of the Innovative Sounds Coordinator

1. The Innovative Sounds Coordinator should be familiar with the popular trend in music. The Coordinator should also have a general understanding of what is popular at UWGB and program accordingly.
2. The Innovative Sounds Coordinator should have a considerable interest in music and be willing to provide the campus with a wide variety of fresh, new music styles that are beyond popular trends.
3. Maintain an exceptionally accommodating rapport with the artist(s) during their visit to UWGB by greeting and remaining available to them throughout the show until the end of the evening.
4. Oversee the selection, implementation and evaluation of programs in the Innovative Sounds area.
5. Maintain a good line of communication with Technical Services, Reservations, Catering, and the University Union Staff.
6. Maintain an accurate account of the Innovative Sounds budget area.
7. Assist Executive Director in preparing an Innovative Sounds budget for the following fiscal year.
8. Coordinate set up and take down of all Innovative Sounds events/bands.
9. Plan at least one program per semester on a Thursday, Friday or Saturday in accordance with Campus Weekend Programming Initiative.
10. Assist with the Fall/Spring large Special Events programs.
11. Co-facilitate one Outdoor Recreation trip per semester.
12. Attend NACA Regional Conference.