I. **Title:** CheapSeats Host

II. **Description/Scope:** This position is responsible for the coordination and promotion of Cheap Seats movies. The Cheap Seats Host works to coordinate efforts to increase ticket sales and event awareness.

III. **Supervisor:** The Cheap Seats Host works directly with the Phoenix Club Coordinator and the Marketing and Promotions staff, and reports to the Assistant Director of Business and Retail.

IV. **Pay Level:** 3

*Compensation according to the University Union Wage Rate Guidelines (updated Spring 2014)*

V. **Time Commitment:** This position requires 1-5 hours per week; some night and weekend hours may be required.

VI. **Responsibilities:**
- Work with Programming Assistant in charge of Social Media to use Union social media profiles and texting service.
- Work with Marketing Assistant to plan use of chalk walls and blackboards.
- Work with Graphic Designers to develop posters and table tent advertisements.
- Work with Phoenix Club Coordinator to coordinate staffing needs and promotions through the Phoenix Club.
- Assist with the ordering of movies and movie posters from Swank Motion Pictures.
- Create displays in Union display cases.
- Work shifts as Phoenix Club Assistant as scheduled.

VII. **Qualifications:** Knowledge of campus events, programs, and Union services is necessary. Excellent communication, organizational, investigative, and written skills are required. The applicant must be comfortable working with a variety of people, flexible, and creative. Experience with computer software and past experience with event programming is a plus.
All UW-Green Bay University Union student employees are required to be enrolled for at least 6 undergraduate or 5 graduate credits per semester with minimum cumulative GPA of 2.25.

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