I. **Title:** Open Mic Night Host

II. **Description/Scope:** Play the role of emcee or announces at Open Mic Night.

III. **Supervisor:** Promotions Team Coordinator & Assistant Director of Internal Support.

IV. **Pay Level:** 2
   *Compensation according to the University Union Wage Rate Guidelines (updated fall 2013)*

V. **Time Commitment:** Open Mic Night occurs every other week from 7:00pm-9:00pm during the academic year, which means that the Host must be able to dedicate around six hours each month to hosting Open Mic Night.

VI. **Responsibilities:**
   - Hosts the Open Mic Night event that occurs every other week during the academic year. The event is two to three hours long and occurs midweek.
   - Must arrive early to the event for setup and preparation.
   - Must be able to fill in the time if there are open spots between performers.
   - Work with the Programming and Marketing Assistants to develop themes and boost attendance at events.
   - Work closely with Sound and Light Technician on duty to ensure successful performances.
   - Other duties as assigned by the Promotions Team Coordinator or the Assistant Director of Internal Support.

VII. **Qualifications:**
   An Open Mic Host must be energetic and willing to talk in front of a crowd. Also, they must be able to perform their duties with little or no supervision, and arrive early for setup and preparation. If the host possesses on stage talent themselves this would be beneficial to this position. They must be able to manage the time of the performers and be able to adapt to different types of crowds at each event.

   **All University Union employees are required to take at least 6 undergraduate or 5 graduate credits per semester with a minimum cumulative GPA of 2.0.**

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