

I. Title: Union Events Crew Coordinator

II. Description/Scope:

Supervises the Events Crew. Provides artistic, programming and marketing support to Events Crew staff.

Work to support fellow event crew members with their events

Work in collaboration with the designated Program Coordinator of Student Life in planning and executing the UWGB Nites series

Coordinate the Cheap Seats program while working with the Marketing Department and Phoenix Club

III. Supervisor: Report to the designated Program Coordinator in the Office of Student Life

IV. Pay Rate: \$10.25 hour

**Compensation according to the University Union Wage Rate Guidelines (updated summer 2017)*

V. Time Commitment: This position requires 15 hours per week during the academic school year, often working programs or events at night/on the weekend.

VI. Responsibilities:

- a. Coordinate the hiring, scheduling, supervising, and evaluating of the Events Crew team.
- b. Support the Events Crew in various programming efforts.
- c. Set goals and implement procedures to help improve the Events Crew that are in line with the Union's mission.
- d. Create and support methods of programming to enhance Union services, while increasing awareness and sales.
- e. Work with Marketing to create campaigns to increase levels of participation within the Union and campus.
- f. Communication with other area Coordinators to lessen confusion and to minimize overlap in programming efforts.
- g. Develop an agenda and lead the Events Crew weekly staff meetings.
- h. Attend a weekly one on one with supervisor.
- i. Coordinate the Cheap Seats program (working with Chalk Artist, Graphic Artist and Phoenix Club Coordinator)
- j. Collaborate in the planning and execution of the UWGB Nites series with designated Coordinator of Student Life
- k. Complete other duties as assigned

VII. Qualifications:

Successful applicants should have a desire to plan events, can work well with others, can delegate and lead others, and understands the importance of all types of marketing. Have some knowledge of campus events, programs and University Union services. Possess excellent interpersonal and communication skills (written and verbal). Be organized. Have strong decision-making skills and good judgement. Display enthusiasm, creativity, a positive attitude, and a willingness to learn.

Knowledge of social media forums and photography skills preferred but not required.

Applicants must have completed at least one semester of full-time enrollment at UW-Green Bay or have served in a programming position at another campus.

All University Union employees must be enrolled in at least 6 undergraduate or 5 graduate credits per semester while maintaining a minimum cumulative GPA of 2.0

