

I. Title: Union Events Crew

II. Description/Scope:

Members of the Events Crew are responsible for developing, marketing and implementing events for the UWGB student body and held within the Union.

Programming areas are: Open Mic/Trivia Host, Novelty/Virtual Programming, Bingo Series, Craft Series,

Plan and execute at least 1 event a month in designated programming area

Assist fellow event crew member events

Lead an event during GB Week

Collaborate on a UWGB Nites event

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

IV. Pay Rate: \$9.25 hour

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

V. Time Commitment: This position requires 10 hours per week during the academic school year, often working programs or events at night/on the weekend.

VI. Responsibilities:

- a. Plan and execute specific programs and events while supporting other team members events throughout the semester.
- b. Focus on building trends to help increase traffic and revenue.
- c. Market programs and events through displays, digital and paper means (posters/table tents)
- d. Work with Marketing to create campaigns to increase levels of participation within the Union.
- e. Have knowledge about campus events and programs and be in communication with other departments to minimize overlap.
- f. Work within a designated budget.
- g. Attend weekly staff meetings.
- h. Support university wide events.
- i. Photograph and evaluate events and programs.
- j. Complete other duties as assigned

VII. Qualifications:

Successful applicants should have a desire to plan events, can work well with 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

