Programmer
Job Description

I. **SCOPE OF RESPONSIBILITIES:**

Programmer(s) plan and implement a variety of activities and events for UWGB students in one of the following areas: Lively Arts, Variety Entertainment, Weekend and Late Nights, Innovative Sounds, Outdoor Adventure and Travel, and Coffeehouse. They also support each other in their programming efforts. Programmers report to the designated Program Coordinators in the Office of Student Life.

II. **SPECIFIC RESPONSIBILITIES**

A. Specific Responsibilities of the Programmers:

1. Maintain at least 10 posted office hours per week, excluding Executive Board meetings.
2. Attend weekly GTP Executive Board meetings, which will be scheduled around member class schedules, without regard to other work schedules (approximately 2 hours per week).
3. Attend mandatory training sessions prior to the start of each semester. Training may be held retreat style – overnight at an off-campus location.

B. General Responsibilities of Good Times Programming Programmers:
1. Attend or appoint a qualified Team Member or other Executive Board member to attend every event sponsored by the Programmer.
2. Develop and maintain a 5- to 10-person team for program area.
3. Maintain good communications and relations with agents.
4. Coordinate promotions for all programs in area.
5. Program according to the mission, purpose, and values of GTP/OSL.
6. Negotiate performance contracts with professional agents and/or artists.
7. Assure that both parties in a contract have met all points of the contract and rider.
8. The Programmer will be programming national acts, and local talent. It is necessary for him/her to have a concept of the trends in his/her area and program accordingly.
9. 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.
10. Oversee the selection, implementation, and evaluation of programs in the program area.
11. Maintain a good line of communication with Technical Services, Reservations, Catering, and other University Union staff.
12. Maintain an accurate account of the program area budget and follow the spending plan.
13. Plan at least one program per semester on a Thursday, Friday, or Saturday.
14. Assist with the Major Concert each semester.
15. Attend the NACA Regional conference.

III.   QUALIFICATIONS AND SALARY:

All University of Wisconsin-Green Bay Student Life employees are required to be enrolled for at least 6 undergraduate or 5 graduate credits per semester with a minimum cumulative GPA of 2.0.

Applicants must have completed at least one semester of full-time enrollment at UW-Green Bay.

Successful applicants will possess excellent interpersonal and communication skills (written and verbal), strong decision-making skills, and good judgment. A record of co-curricular participation/campus involvement programming experience preferred. Successful applicants will display enthusiasm, a positive attitude, and a willingness to learn.

The Programmer position requires some evening and weekend hours.

This is an hourly position with a starting wage of $8.25 per hour. $0.10 semesterly raises will be granted dependent upon positive performance evaluations.

Program area descriptions

The Coffeehouse Programmer plans and coordinates the Groovin' Grounds coffeehouse series, as well as other programs for that venue.

The Innovative Sounds Programmer provides a wide variety of musical entertainment. 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 limelight at the moment. Innovative Sounds also must open up the world of music in new and exciting ways. This Programmer arranges for a combination of national acts and local talent to bring a fresh sound to campus.

Lively Arts and Issues programming involves the presentation of discussions, debates, or performances which embrace arts, diversity, and other well-timed topics important to campus and society. This coordinator also presents entertainment suitable to a coffeehouse environment.

The Outdoor Adventure and Travel Programmer is responsible for providing a wide selection of homegrown programming. Variety Entertainment has the unique ability to program anything that doesn't fit in another area.

The Weekend and Late Night Programmer is responsible for coordinating weekend programming, including working with Student Life on UWGB Nites; planning traditional GTP programs, like the Grave Dancers Ball and "Baby It's Cold Outside;" and implementing new programs.

Revised January 2016