

- I. **Title:** Open Mic Night Host
- II. **Description/Scope:** Play the role of emcee at Open Mic Night.
- III. **Supervisor:** Assistant Director of Business and Retail
- IV. **Pay Rate: \$9.25/hour**
**Compensation according to the University Union Wage Rate Guidelines (updated summer 2017)*
- V. **Time Commitment:** Open Mic Night occurs every other week from 7:00-9:00pm during the academic year which means that the Host must be available to dedicate around six hours each month to hosting Open Mic Night.
- VI. **Responsibilities:**
 - a. 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.
 - b. Must arrive early to the event for setup and preparation.
 - c. Must be able to fill empty slots for performers by entertaining the crowd.
 - d. Must introduce each performer.
 - e. Work with the Programming and Marketing Assistants to develop themes and boost attendance at events.
 - f. Work closely with Sound and Light Technicians on duty to ensure successful performances.
 - g. Other duties as assigned by the Assistant Director of Business and Retail or the Promotions Team Coordinator.
- 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. Host needs to arrive early for setup and preparation. Performance skills and experience is beneficial for this position. Host must be able to manage the time of the performers and adapt to different types of crowds at each event.

**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 2.5 and have a minimum of 4 semester of schooling left at time of hire.

Updated: 06/17

