

Special Events Coordinator

8 months

60 hours/month

Minimum wage

The special events coordinator shall:

- a. In collaboration with the ASWU, act as the chairperson in the coordination of the Homecoming week- theme, dance, activities, competitions, etc.;
- b. In collaboration with the activities coordinator, coordinate student performers in a coffee house type event, this includes recruiting talent, coordinating promotion, and implementing follow-up; (goal of one per month)
- c. Develop theme or seasonal programs that involve students in fun competition with one another in contests such as “Dating Game”, “Trivial Pursuits”, “Theatre Games”, etc.,(bringing dorms together for fun competitions);
- d. Promote campus theater and music events, (one-acts, senior performances, concerts, etc.)
- e. Purchase tickets for Spokane area cultural events (symphony, theatre, dance, music, etc.) and for sporting events (hockey, basketball, etc.), and make available to students at a discounted rate;
- f. Have regular communication with resident directors, senators, and representatives to keep them abreast of campus events during the semester;
- g. Produce unique and professional promotion and advertisement for each event;
- h. Attend all coordinator meetings Assembly meetings and the GE 330 leadership class each semester;
- i. Attend the Regional NACA Booking Conference in the fall;
- j. Manage financial accounts and coordinate event costs within budget that’s developed by you in the spring in coordination with the previous coordinator;
- k. Keep regular, convenient, daily office hours, approximately eight hours per week;
- l. Attend the spring leadership retreat and the fall leadership retreat which begins approximately one week prior to the commencement of the fall semester.
- m. Serve on at least one committee approved by ASWU.
- n. Act as a resource for students who want help planning/creating/hosting an event.

The Special Events Coordinator shall possess the following qualities:

- a. Excellent organizational and time management skills including: program development, promotion, implementation, evaluation, record keeping, and budget management;
- b. The ability to be flexible, creative, and unique with programming and promotion;
- c. The ability to negotiate with outside promoters and businesses in a professional manner.
- d. Be enrolled as a full-time undergraduate student at Whitworth University, carrying at least twelve (12) credits per semester.