



Activities Coordinator

Associated Students of Whitworth University

Tasks and Responsibilities:

- a. Work with professional agents and negotiate to contract with outside professional entertainment- comedy, music, movies and novelty acts to perform on-campus (goal of one per month depending on other activities on campus);
 - a. One of these events must be planned for the first week of school: Hypnotist, Magician, Amazing Race, Etc.
 - b. Another event will be planned in coordination with the Special Events Coordinator during Homecoming weekend.
- b. Coordinate movie rentals with SWANK, the movie company, to show on campus first run and rerun movies.(campus organizations will rent Swank movies through this office);
- c. Creatively and professionally promote and advertise both on campus and off campus where appropriate (Facebook ads, other social media sources);
- d. Assist and collaborate with other coordinators and student leaders to bring events to campus or to develop student talent on campus;
- e. Attend the Regional NACA Booking Conference in the fall;
- f. Keep regular, convenient, daily office hours, approximately six hours per week;
- g. Have regular communication with resident directors, senators and representatives to keep them abreast of campus events during the semester;
- h. Attend all coordinator meetings, Assembly meetings, and the GE 330 leadership class each semester;
- i. Attend the spring leadership retreat and the fall leadership retreat which begins approximately one week prior to the commencement of the fall semester;
- j. Manage financial accounts and coordinate event costs within budget that will be developed by you in the spring in coordination with the previous activities coordinator;
- k. Serve on at least one committee approved by ASWU;
- l. Obtain student feedback through surveys, conversation, etc.
- m. Plan and organize Springfest with the assistance of both the current ASWU team and the newly hired/elected ASWU team.

Qualifications :

- a. Excellent organizational and time management skills including program development, promotion, implementation, evaluation, and record keeping;

- b. The ability to be flexible, creative, and original with the development of program design and promotion;
- c. The desire to put student wants and needs before your own;
- d. The ability to motivate others and verbally promote activities and introduce professional acts in front of large audiences;
- e. The ability to find acts, and negotiate with outside promoters and businesses in a professional manner
- f. Be enrolled as a full-time undergraduate student at Whitworth University, carrying at least twelve (12) credits per semester.

Compensation : 80 hours/month at minimum wage for 8 months

Questions

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