**CAC Summer Programs Event Coordinator**

The CAC Summer Programs Event Coordinator runs a weekly Summer Concert Series (approx. 12 concerts) as well as various ticketed trips to destinations such as Cheyenne Frontier Days concerts, Water World, and Elitch Gardens (approx. 4 trips). Conduct programming duties such as researching, booking, planning, and executing programs.

Due to the nature of the entertainment business and the commitment of the CAC to maintain an outstanding reputation, only the most committed and enthusiastic shall be considered.

**Please note:** If hired, it is the expectation that the incoming Summer Programs Event Coordinator begin training and work in April to ensure programs are planned to begin in May. This position runs from mid-April to mid-August.

**JOB SUMMARY:**

The Summer Programs Coordinator is responsible for providing free, lunch hour concerts on a weekly basis in Simpson Plaza to the student population and approximately 4 trips throughout the summer.

**QUALIFICATIONS:**

- Ability to maintain relations with various students, staff, departments and the community
- Outgoing person who easily communicates with others
- Strong oral and written communication skills
- Excellent organizational skills
- Self-motivated, willing to take the initiative to complete tasks
- Experience with promotion and marketing of events preferred
- Experience with event planning a plus
- Experience with budgeting a plus
- Must be full-time student in the spring semester prior and fall semester preceding (12 hours undergraduate, or 9 hours graduate)
- Must maintain a 2.5 GPA (3.0 for graduate students) or above during term
- While not required, priority consideration is given to those who have been members of the CAC Student Programming groups (FNF, SAC, C&C) for at least one semester

**EXECUTIVE BOARD JOB DUTIES INCLUDE:**

- Uphold mission, purpose, and core values of the Campus Activities Center and the Wyoming Union;
- Uphold professional and courteous conduct before and during events when working with agents, artists, tour managers, volunteers, event service providers, etc.
- Conduct and complete a program evaluation within two weeks after each program;
- Obtain feedback on events from campus participants to include in program evaluation;
- Complete and archive the program evaluation for each event;
- As necessary, be available to advisor during office hours.
- Discuss other potential and/or current extracurricular involvement opportunities with direct advisor to ensure proper time management measures can be taken and that the extra activities will not impact performance level of current position.
- Work with the Administrative members of the Campus Activities Center;
- Work with Union Marketing Office in marketing and promotion efforts in relation to events planned;
- Meet with the Advisor weekly;
- Attend all mandatory Union trainings, workshops, and retreats;
Work with other departments, and recognized student organizations to collaborate on events throughout the semester; and

Assist with other Campus Activities Center/Union events as determined by the Director of the Wyoming Union, Assistant Director of the Wyoming Union, or Program Advisor(s).

SPECIFIC COORDINATOR JOB DUTIES:

- Work up to 20 hours per week, including events and office hours;
- Set and maintain specific office hours;
- Work with Union Events Office, Central Scheduling, and other event service providers on set-up, breakdown, and clean-up of venue where events are hosted;
- Coordinate event management and logistical needs with event service providers;
- Learn and implement ADA regulations and mitigate risk management issues as they arise;
- Brainstorm and implement unique and new techniques to market and enhance the Summer Programs event calendar;
- Be open to suggestions and promote diversity;
- Contract negotiation and processing;
- Work in conjunction with academic departments and other offices/organizations on campus to bring events;
- Oversee a budget of approximately $12,000 for programming events;
- Other duties as assigned by direct advisor, Assistant Director of the Wyoming Union and/or the Director of the Wyoming Union.