THEME 3.1

Tentative Job Description for A&S Events Coordinator

The purpose of this position is to enhance opportunities for engagement both within A&S and the University as a whole and within the larger community. The duties associated with this position can be divided into 3 categories based on working with various groups/individuals.

Work with A&S departments

- Demonstrate an understanding of and appreciation for the various disciplines represented in A&S.
- Create and maintain an inventory/list of departmental events such as shows, screenings, performances, lectures, etc.
- Assist departments with developing the most strategic times, audiences, venues, and promotional strategies for events.
- Communicate regularly with A&S departments to create and maintain inventory/list of events and to coordinate among departments to avoid possible conflicts whenever possible.
- Demonstrate an understanding of the importance of cross-disciplinary work through strategically seeking opportunities for departments to work together to co-sponsor events in order to reach wider audiences.
- Develop a user-friendly calendar of A&S events in a format that can be shared publicly.

Work to assist A&S Director of Marketing and Communications

- Work with news outlets within and outside of the University to maximize publicity for events.
- Help maximize use of technology to create messaging for departments through web page development, multimedia, and social media.

Work with A&S Council for Informed Engagement

- Along with Council members, work with the university Senior Director for Informed Engagement and Continuous Improvement to create awareness of opportunities for coordination between A&S and the local community.