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| MSU-logo-2001 | JOB DESCRIPTION  Hourly Staff |

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| **Position Title:** | **Campus Events Event Staff** |
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| **Term of Office:** | September 1 to April 30 |
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| **Supervisor:** | Director of Campus Events through the Programming Coordinator |
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| **Remuneration:** | Grade A |
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| **Hours of Work:** | Variable |

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| **General Scope of Duties** |
| The Campus Events Department provides the McMaster Community with a diverse range of programming throughout the year including concerts, speakers, Charity Ball and other activities.  Event Staff are responsible for ensuring a safe and enjoyable environment at all events hosted by the Campus Events department. They will assist the Campus Events Director and Programming Coordinator in the planning, preparation, execution, and the occasional promotion of departmental programming. |

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| **Major Duties and Responsibilities** | | |
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| **Category** | **Percent** | **Specifics** |
| Events Function | 60% | * Event Staff must work all major events such as Welcome Week, Homecoming Concerts, Frost Week, and Light Up The Night. * A minimum of two Event Staff will be required to work small-scale events including TwelvEighty concerts, speaking engagements, comedy nights, and occasional TwelvEighty club nights. * Event positions could include but are not limited to: event ground floater, doors and entry, guest-list sign in, promotion / merchandising tables, and guest hospitality. |
| Communications and Promotions Function | 30% | * Attend monthly staff meetings in order to provide feedback and advice on past and future events * Required to sit on at least one event committee per semester. Committees will be organized for events such as Frost Week and Battle of the Bands competition * Event Staff may also be asked to fill in for promotional table shifts in the rare occasion that all Promotions Staff are unavailable. This will involve conversing with curious students while encouraging event attendance. |
| Other | 10% | * Assist in the online promotion and sharing of all Campus Events branded events. * Other tasks as assigned by the Director and Programming Coordinator. |

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| **Knowledge, Skills and Abilities** |
| * Strong organizational skills are required, as multiple tasks and activities will be required to be completed simultaneously * Conflict mediation skills are an asset, to deescalate situations with students at events * Excellent communication skills required * Must be able to work as part of a team * An ability to responsibly complete assigned tasks * Excellent problem solving skills are an asset |

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| **Effort & Responsibility** |
| * Events occur at all hours of the day, including during class time, in the evening, and on weekends * Responsibility to be punctual to all shifts and communicate absences or shift changes in advance * Some physical labour * Standing for long periods of time * Responsible to provide an incident report should they witness or take part in a situation pertaining to an event hosted by Campus Events * Responsibility to maintain a professional image of both the MSU and Campus Events |

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| **Working Conditions** |
| * Periods of intense working hours may occur leading up to and during marquee events such as Welcome Week, Homecoming, and Light up the Night * Activities are organized both indoors and outdoors in many differing weather conditions |

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| **Training and Experience** |
| * On the job training provided (Mandatory training at the end of August) * Summer communication required |

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| **Equipment** |
| * Proper safety gear * Any equipment required for an event will be provided (e.g. walkie-talkies) |