



## Event Coordinator Position Description

### POSITION RESPONSIBILITIES

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The following are the responsibilities of an Event Coordinator on the Torero Program Board:

- Attend all scheduled Torero Program Board Trainings (approximately 1 per semester) and Meetings (approximately 1 per week)
- Responsible for a minimum of 8 office hours per week (more hours will be necessary during certain weeks and will vary for each TPB position)
- Meet with Torero Program Board advisor/s for professional development
- Attend and support Torero Program Board events/programs
- Manage the TPB Budget responsibly
- Mentor and train newly appointed coordinators during the spring transition period
- Complete necessary planning forms:
  - Budget Forms
  - Marketing Forms
  - Event Proposal Forms
  - Event Registration Forms
  - Event Planning Document
- Work with Torero Program Board advisor(s) to make any contractual agreements
- Take lead and work in collaboration with the Marketing Coordinator to publicize programming to wide ranges of audiences
- Lead committee meetings including other members of the Torero Program Board (and if beneficial, representatives from other areas of campus) to brainstorm, plan, and execute events
- Participate in committees led by other event coordinators and aid with the planning of event

- If applicable, arrange for the prompt payment of performing artists by working in conjunction with respective Vice Chair
- Meet weekly and directly report to designated Vice Chair
- Abide by all University policies and procedures
- Participate in the program coordination and management of a variety of events, including at least one from each of the following categories:
  - Music and Arts
  - School Spirit
  - Diversity
  - Community Building
- Will be responsible for enhancing the campus community with events and programs
- Research various vendors, artists, activities, games, lecturers, and other unique ideas to bring to campus
- Build and foster a working relationship (when necessary) with, but not limited to, the departments of University Centers and Student Activities, Facilities, Center for Health and Wellness Promotion, Athletics, Academic Departments, and Residential Life
- Utilize necessary departments for technical support for an event
- Keep a record of attendance at events
- Be responsible to assess all events and provide feedback
- Responsible for programming, and participating in no less than 2 committees each semester
- Responsibility to adhere to deadlines
- Maintain strong communication, organization, customer service, and problem-solving skills
- Take constructive criticism and suggestions from peers and supervisors

## **TORERO PROGRAM BOARD ELIGIBILITY**

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- Candidates must have and maintain a cumulative 2.5 GPA and be a full time student (at least 12 units/semester)