



Events Manager Job Description

The Events Manager creates, markets and oversees all programs and activities in Common Grounds. The Events Manager directly impacts campus by coordinating events that reflect the community of EMU.

This is a leadership position, ideal for someone with experience and interest in the arts and event planning. The person will gain valuable skills in event planning, working with artists, communication and venue management. The Events Manager should possess excellent people skills, a good understanding of the arts, be highly organized and have the ability to be flexible. We are looking for a highly motivated and responsible person. Prior experience in event organizing or the arts a plus.

This is a non-workstudy position available to current students at EMU.

Specific Responsibilities:

1. Develop and support a variety of programs with interest and value to the EMU community, including: music, poetry, story-telling, talent and theme nights, dialogues, panel discussions, speakers, films and visual arts
2. Maintain an accurate calendar of all events by: (a) responding in a timely manner to all incoming program requests, and (b) posting all events on the web calendar
3. Arrange for the necessary technical equipment for events, and be comfortable setting up and operating as required
4. Set up the room as requested for each event, and arrange for reset after its conclusion
5. Communicate with other managers to ensure proper staffing, catering and organization for events
6. Work with VACA department to create opportunities for student artist exhibits
7. Promote events to the EMU community, and to the extended community, in various ways including: posters, white boards, Friday Chapel announcements, etc.
8. Work to create a "common ground" on campus through collaboration, co-sponsoring and encouraging ideas, and networking with key areas including: Campus Ministries, SGA, CAC, Multicultural Programs, International Programs, Residence Life, Athletics and Academic Departments. Also build relationships with external community through artists and JMU.
9. Support the Vision and Mission of Common Grounds
10. Attend weekly manager staff meeting
11. Work 8-10 hours a week during the school year
12. Position reports to Common Grounds Coordinator