

Promotions Positions

- Assistant Promotions Director – On Campus Events
- Assistant Promotions Director – Off Campus Events
- Promotions Team Member

Assistant Promotions Director On Campus Events

Reports To: Promotions Director

Position Requirements:

- Assists with all aspects of promoting KTSW including planning off-campus events, suggesting booking bands, sponsorship development, contributing content to social media outlets as well as content for website
- Responsible for handling requests for and development of KTSW involvement opportunities off-campus such as residency shows, community event participation, remote events, etc.
- Responsible for booking all KTSW Lunchbox Concert Series events
- Assists in all aspects of MR Fest planning and implementation
- Assists in the management and training of a volunteer staff
- Flexible Schedule
- Must have previous KTSW experience

Skills: Performs other duties as assigned

- Ability to listen, write, and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to design, plan, organize, and implement projects and tasks within an allotted time frame
- Dependable, responsible contributor committed to excellence and success

Notations:

S = Supervisory Role

V = Volunteer Position

Assistant Promotions Director Off Campus Events

Reports To: Promotions Director

Position Requirements:

- Assists with all aspects of promoting KTSW including planning off-campus events, suggesting bands, sponsorship development, contributing content to social media outlets as well as content for website
- Responsible for handling requests for and development of KTSW involvement opportunities off-campus such as residency shows, community event participation, remote events, etc.
- Responsible for booking all KTSW Third Thursday events
- Assists in all aspects of MR Fest planning and implementation
- Assists in the management and training of a volunteer staff
- Flexible Schedule
- Must have previous KTSW experience
- Performs other duties as assigned

Skills:

- Ability to listen, write, and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to design, plan, organize, and implement projects and tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

Notations:

S = Supervisory Role

V = Volunteer Position

Promotions Team Member

Reports to: Promotions Director and Assistant Promotions Directors

Position Requirements:

- Serves as the face of KTSW both on and off campus and promotes all aspects KTSW events and programming
- Assists in all aspects of KTSW events (pre, during and post) as assigned
- Flexible Schedule
- Performs other duties as assigned

Skills:

- Ability to listen, write, and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to design, plan, organize, and implement projects and tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

Notation:

V = Volunteer Position