

# Promotions Positions

- Assistant Promotions Director – On Campus Events
- Assistant Promotions Director – Off Campus Events
- Street Team Coordinator
- 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.
- 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

# 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.
- 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

# Street Team Coordinator

**Reports To:** Promotions Director

## **Position Requirements:**

- Manages and trains a volunteer staff
- Responsible for coordination of the KTSW Street Team efforts to represent KTSW both on and off campus using posters, stickers, word of mouth, handbills, participation in social media, etc.
- Serves as the face of KTSW and promotes all aspects KTSW events and programming
- 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

## **Notation:**

S = Supervisory Role

V = Volunteer Position

# Promotions Team Member

**Reports to:** Street Team Coordinator

## **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