

POSITION DESCRIPTION

POSITION TITLE:	Programming & Events Manager
POSITION LEVEL:	S3 Full-time, contract (3 year)
LOCATION:	Waterloo Based – Multi-Campus Portfolio
SALARY RANGE:	Starting at \$55,000. commensurate to experience & qualifications
REPORTS TO:	Director, Student Experience
EDUCATION:	Post-secondary degree/diploma or equivalent
TECHNICAL:	Computer and presentation skills, promotion and event planning experience, audio/visual technical knowledge and prior knowledge of student associations are all an asset

SUMMARY:

Reporting to the Director, Student Experience, the Programming & Events Manager will be focused on the execution and support of programming, activities and events of the Wilfrid Laurier University Students' Union. The incumbent will be highly motivated to work in a fast-paced environment, be extremely well organized, detail oriented, have strong interpersonal skills and excellent time management skills.

JOB SPECIFIC DUTIES:

The specific functions of the Programming & Events Manager encompass a wide variety of roles and responsibilities that may from time to time be modified as the Director, Student Experience sees fit. It is important to note that not all functions and duties are contained within this definition, and the position itself will be ever changing and adaptive. Nevertheless, specific roles and responsibilities allocated to the position include, but are not limited to the following:

Compliance & Policies

- Operate in accordance with the Vision, Mission, and Guiding Principles, by-laws and policies of the Wilfrid Laurier University Students' Union and ensure that all programming functions are compliant with such;
- Follow, implement, evaluate and ensure compliance of all Health & Safety policies and procedures as outlined by the Students' Union and the Occupational Health and Safety Act (OHSA) of Ontario and Workplace Hazardous Materials Information Systems (WHMIS);
- Remain well versed in programming and events policies, procedures, risk management requirements and legal requirements to ensure best practices, and aid in the development and implementation of such to ensure compliance of operating policies and procedures with respect to the Programming department;

Programming & Events

- Advise and support the Activities Team in the execution of programs set up by the Vice President: Programming & Services Waterloo, the Associate Vice President: Programming Waterloo, and/or as delegated by the Director, Student Experience;
- Advise the Hawk Team in the execution of programs set up by the Vice President: Programming & Services Brantford and/or as delegated by the Director, Student Experience;
- Maintain a professional working relationship, including open and honest communication, with all internal and external members and partners to ensure successful execution of programming and events;
- Facilitate, execute and monitor regular programming, events and hired entertainment;
- Work with the Marketing department to coordinate, execute and manage the development of an promotional plans for all programming and events;

POSITION DESCRIPTION

Supervisory

- In collaboration with the Human Resources Generalist, hire, train, and supervise two programming assistant roles who will aid in special events & regular programming on both the Waterloo and Brantford campuses;
- Complete performance evaluations as well as participate in any coaching and or disciplinary processes for the assistant roles;

Risk & Asset Management

- Ensure all Students' Union assets, property and resources, including audio-visual equipment, used by the Programming department are properly handled and maintained;
- Review all committee related events ensuring that risk mitigation and proper event planning is at the forefront, and where necessary, forward more risky events onto the Director, Student Experience for further assessment;
- Remain current on individual budgetary constraints for events and adhere to such;
- Review and act as signing authority on all contracts for the purchase and/or rental of facilities, clothing, or other items for distribution to students, and all entertainment hired by the Students' Union with the approval of the Director, Student Experience;
- Provide technical support for all events hosted by the Students' Union, inclusive of regular programming in our venues, special events as hosted by the Hospitality Services department and other needs as defined by Executive Leadership team and/or as delegated by the Director, Student Experience;
- Maintain a formal assessment process for all programs and events to identify areas of strength and growth, and provide feedback to the Director, Student Experience;
- Submit expenses for related activities and ensure payment of outstanding invoices;

Additional Responsibilities

- Other duties as assigned by the Director, Student Experience.

WORKING CONDITIONS & TIME COMMITMENT:

- Full-time position, with the expectation to work 40hrs per week;
- The traditional hours of operation for the Students' Union Waterloo office are 8:30am to 4:30pm, Monday to Friday, however, due to the nature of the organization and this position, it should be noted that hours will be irregular and outside of the traditional hours stated above and the Programming & Events Manager is expected to work evenings and weekends based on the programming/events schedule;
- The Wilfrid Laurier University Students' Union operates on both the Waterloo and Brantford campuses, and therefore the employee is required to maintain duties on both campuses; and
- Work will mainly be completed seated at a desk, using a computer, however there will be physical demands as a major requirement of the role when setting up for events, such as:
 - Walking and standing as a major job function;
 - Carry and transport objects of various sizes up to a maximum of 25 lbs;
 - Pushing or pulling contents that weigh a maximum of 75 lbs; and
 - Stretching, reaching, bending, stooping, crouching and/or kneeling for short periods of time.