2017 Special Events Intern

This position will pilot interactive, special events that range in size and scale on the Wisconsin Union Terrace during weekdays and weekends. The goal of these events are to create community, activate the space and to create special memories for guests of the Terrace, while at the same time respecting the need for the Terrace to remain an open gathering place. Ideas for possible events include: electric boat races, scrabble competition, giant checker game, cake walk, mini golf, etc. This position will work with a Program Advisor.

Summer Program Duties:
1. Overall responsibility for implementing the Summer Day Time Programming Series.
2. Responsible for covering day time programming events from start to finish some weekdays and weekends, dates to be determined based on coordinator availability.
3. Participate in the Wisconsin Union Directorate spring and summer training program.
4. Meet weekly with a Program Advisor.
5. Hold weekly office hours.
6. Actively pursue cultural diversity and integrity within the Wisconsin Union Directorate, its programs, and committees.
7. Ensure that all program sponsors are recognized at each event via pre-event announcements.
8. Coordinate set-up and equipment requirements and communicating the appropriate information to Central Event Services Office, building/event managers and Dining Services.
9. Promote summer series through both print (flyers and posters) and online (Union website and social media) publicity.
10. Create program goals, collect data to evaluate program success, write and submit an end of summer wrap up report.
11. Participate in the final summer meeting to analyze program resources and evaluate the overall program; provide revision suggestions for the future summer position descriptions.
12. Establish a working relationship with Union units such as Dining Services, Marketing, Campus Events Services Office and Facilities Management (Building Managers and Sound & Light Technicians), Wheelhouse Studios, Outdoor UW and the Theater.

Term of Office
Applicants need to be available some weekdays and at least one weekend day from May 30, 2017 – August 25, 2017

Remuneration
12 hours/week at $9/hr

Last updated: 01/3/2017