

Position

Events Manager ** SUMMER TERM ONLY

Paid Staff - \$800

Supervision

The incumbent shall report to the Marketing Manager

Purpose

The purpose of the Events Manager is to promote and support Fusion Radio and its mission through organizing, coordinating and executing events on behalf of the organization

Responsibilities

Campus and Community Exposure

- Plan events within the campus and community to ensure Fusion Radio has a constant presence on campus and in the community
- Evaluate and monitor the effectiveness of Fusion Radio's public exposure activities
- Liaises with the Marketing Manager regarding the activities and events

Event Organization

- Organize, facilitate and execute events run by Fusion Radio (exclusively or in collaboration)
- Collaborate with other groups to organize, facilitate and execute events

DJ Opportunities

- Provide and secure opportunities for DJ's to utilize their abilities outside their regularly scheduled programs
- Inform DJs regarding opportunities to perform outside the station, but still as apart of Fusion Radio

Marketing

- Ensure events correspond accordingly to marketing initiatives as set by the Marketing Manager
- Other responsibilities as delegated by the Marketing Manager
- Respond to on campus activities with appropriate events and effective advertising

Time Commitment:

Approximately 15- 20 hours a week

Requirements

Skills

- Posses communication in both the verbal and written forms
- Able to both coordinate and organize information and actions
- Must be assertive but still respectful when speaking about rules and procedures
- Effective time management
- Able to work independently under minimum supervision

- Able to monitor and assess the performance of self and others

Knowledge

- Knowledge of principles and processes for providing good customer service
- Knowledge of alternative methods of communication and disseminate information via written, oral, and visual means
- Working knowledge of audio and PA equipment and/or iMedia software is an asset
- Knowledge of CRTC regulations as they regulate to campus- community radio is an asset

Other Attributes

- Good natured and cooperative attitude
- Honest and ethical
- Detail orientated
- Reliable, responsible and dependable
- Willingness to take on responsibilities and challenges

Training and Development

- General orientation about the nature and purpose of Fusion Radio and the position
- On the job training about Fusion Radio's programming, equipment, and organization
- Potential for continuing education and conference attendance
- Potential to move into other areas of the organization including upper management roles