



Director Position Opening

Description

Student Union Productions is the events and media arm of the Students' Union of UBC Okanagan. SUP provides extensive audio/visual production and event services to the campus community. Our noteworthy events include the White T-Shirt Party, Fright Night Halloween Party, and Toga Party. We are seeking to fulfill two Part Time Director positions within Student Union Productions.

Responsibilities

As Director, you will help to maintain and build the SUP brand and its reputation. Reporting to the General Manager and the Well Pub Manager, the duties of this role include but are not limited to:

- Ensure that the directives of the board are properly implemented
- Maintain active communication and collaboration between your SUP partner, the Board and the Campus Life Committee
- Coordinate all rentals ensuring all client needs are satisfied
- Create booking invoices and provide them to the Finance Manager for posting to Club accounts
- Help with setup and takedown of all events
- Provide technical help with equipment as required
- In partnership with the VP Services (Campus Life), be responsible for public relations of SUP
- Working with the UBCSUO Board of Directors, assist in planning of the strategic development and direction of SUP services and events
- With input and assistance from VP Campus Life, secure monetary and in-kind sponsorships from external sources and entities
- Working with the Well Pub Manager, source and secure necessary event subcontracting services & logistics
- Ensure that equipment is properly stored, cared for and maintained
- Maintain and update SUP's online presence
- Coordinate and produce the whatSUP Newsletter
- Conduct market research as needed to ensure success efficiency of events

- Working with the GM, Well Pub Manager and VP Services (Campus Life) ensure proper budgeting, and operation within budgets, of SUP events

Minimum Qualifications

- Must be enrolled as a UBCO Student in the upcoming year
- Second year or higher standing
- Must be ready to take on a leadership position
- Be able to work well under pressure and be able to problem solve
- Must have passion about the events and rental industry
- Extensive knowledge of social media marketing platforms and WIX
- Ability to lead a group of individuals
- Prior knowledge of lighting and sound equipment
- Extremely organized and efficient
- Be able to communicate effectively to managers and internal and external organizations
- Must be available to work on weekends and holidays and at odd hours

Preferred Qualifications

- Enrolled in 4 classes or fewer
- Reliable transportation

Commitment

- Academic Year
- Range 30-60 hours a month (heavier in popular event months, light in other months)
- Part-Time

Compensation and Benefits

- Monthly honoraria
- Marketable work experience

To apply

- Email resume and cover letter to generalmanager@ubcsuo.ca