



# Programmer

## Job Description

### I. **SCOPE OF RESPONSIBILITIES:**

Programmer(s) plan and implement a variety of activities and events for UWGB students in one of the following areas: Creative Expressions, Cultures & Communities, Mindful Living, Innovative Sounds, Sports, Recreation & Travel, and Novelty Entertainment. They also support each other in their programming efforts. Programmers report to the designated Program Coordinators in the Office of Student Life.

### II. **SPECIFIC RESPONSIBILITIES**

#### A. Specific Responsibilities of the Programmers:

1. Maintain at least 10 posted office hours per week, excluding Executive Board meetings.
2. Attend weekly GTP Executive Board meetings, which will be scheduled around member class schedules, without regard to other work schedules (approximately 2 hours per week).
3. Attend mandatory training sessions prior to the start of each semester. Training may be held retreat style – overnight at an off-campus location.

#### B. General Responsibilities of Good Times Programming Programmers:

1. Attend or appoint a qualified Team Member or other Executive Board member to attend every event sponsored by the Programmer.
2. Develop and maintain a 5- to 10-person team for program area.
3. Maintain good communications and relations with agents.
4. Coordinate promotions for all programs in area.
5. Program according to the mission, purpose, and values of GTP/OSL.
6. Negotiate performance contracts with professional agents and/or artists.
7. Assure that both parties in a contract have met all points of the contract and rider.
8. The Programmer will be programming national acts, and local talent. It is necessary for him/her to have a concept of the trends in his/her area and program accordingly.
9. Maintain an exceptionally accommodating rapport with the artist(s) during their visit to UWGB by greeting and remaining available to them throughout the show until the end of the evening.
10. Oversee the selection, implementation, and evaluation of programs in the program area.
11. Maintain a good line of communication with Technical Services, Reservations, Catering, and other University Union staff.
12. Maintain an accurate account of the program area budget and follow the spending plan.
13. Plan at least one program per semester on a Thursday, Friday, or Saturday.
14. Assist (when needed) in set up and take down for other area events.

15. Assist with the Major Concert each semester.
16. Attend the NACA Regional conference.

**III. QUALIFICATIONS AND SALARY:**

All University of Wisconsin-Green Bay Student Life employees are required to be enrolled for at least 6 undergraduate or 5 graduate credits per semester with a minimum cumulative GPA of 2.0.

Applicants must have completed at least one semester of full-time enrollment at UW-Green Bay.

Successful applicants will possess excellent interpersonal and communication skills (written and verbal), strong decision-making skills, and good judgment. A record of co-curricular participation/campus involvement programming experience preferred. Successful applicants will display enthusiasm, a positive attitude, and a willingness to learn.

The Programmer position requires some evening and weekend hours.

This is an hourly position with a starting wage of \$9.25 per hour. \$.25 annual raises will be granted dependent upon positive performance evaluations.

**If other commitments conflict with Good Times Programming responsibilities, you may be asked to choose between the Good Times position and other commitments.**