



Programmer & Event Coordinator

We are seeking a talented, creative and energetic self-starter to fill the position of Programmer and Event Coordinator. You will lead in the development, planning/booking and delivery of creative and engaging events and campaigns to support the goals of Fleming S.A.C. and the needs of our members. Working within established budgets the candidate will manage the development and implementation of student-focused programming and will play a significant role in sharing a deeper investment in student programming intended to foster a culture of engagement.

Working closely with the General Manager, Board and Marketing Agency, the Programmer and Event Coordinator will build strong relationships with partners on and off campus to will develop and enhance student programming that will foster a positive on-campus culture. The candidate is fully responsible for program planning, delivery, setting the quality standard for our programming and ensuring results are measured against our strategic objectives.

This position is a 6 month contract with opportunity for renewal with flexible part-time hours.

We are looking for someone who can join the team ASAP.

The **Deadline for applications is Friday, Jan 12, 2018.**

If you are looking to take advantage of this opportunity to marketing experience and work alongside an awesome team, please send your resume and portfolio link to jobs@flemingsac.ca

Only candidates selected for an interview will be contacted.

Key Responsibilities

- Plan and implement student programming in consultation with Fleming S.A.C.
- Develop program plans and measurable objectives; ensure program delivery is consistent with Fleming S.A.C. standards
- Liaise with entertainers to ensure all performance needs are met
- Work within deadlines for production and performance
- Ensure events are properly staged with sufficient trained volunteers
- Provide event details to Marketing Team as required to meet deadlines



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- Ensure tickets are ordered and made available
- Leverage existing relationships and identify collaborative partnership opportunities
- Establish sound internal relationships and open communications to ensure program success
- Identify opportunities for off-campus partnerships with sponsors and community groups
- Liaise with S.A.C. and Steele Centre staff, entertainment coordinators and student
- Act as an ambassador for Fleming S.A.C at events

An Ideal Candidate Possesses These Qualities

- A driven self-starter and self-learner
- Strong communication skills - ability to listen, ability to voice ideas and recommendations, ability to provide and receive feedback!
- Organized, detail oriented and good time management skills
- Strong communication skills with an emphasis on writing for digital
- Experience with event management or project management
- Ability to work within set budgets and take direction from leadership team
- Feels comfortable in a collaborative environment, and working independently
- Must be reliable, responsible and responsive

Benefits

What's in it for you?

- Opportunity to gain valuable experience and build your portfolio while learning about marketing and communications in a fun student-driven environment
- Mentorship from experienced leaders
- Flexible work schedule



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About Us

Fleming SAC represents the voice of the student body and is concerned about the health and safety of Fleming students. We are funded through student fees which pay fund student lead initiatives that are managed by SAC such as clubs, bursaries and social events.