University Program Board Late-Night Entertainment Director

The University Program Board (UPB) Late-Night Entertainment Director is a member of the UPB executive board at Chapman University. In support of the Student Affairs Learning Outcomes, the Late-Night Entertainment Director is responsible for coordinating late-night, weekend on-campus programs, ensuring that UPB realizes its mission of enhancing student life and meeting student program needs and desires. Through the execution of the responsibilities below, the Late-Night Entertainment Director helps UPB build a stronger connection between Chapman students and their university.

Responsibilities:

- Coordinate a successful schedule of consistent on-campus programs with majority of programs planned on Thursday and Friday nights.
  - Three late night programs a month which generally start between 7pm and midnight
- Coordinate large-scale traditional late-night programs including: Orientation Dance and Fall Comedian
  - Plan three high quality events in February to front load the semester
- Lead and supervise the students in the Late-Night Entertainment committee.
- Encourage social interaction and community building through on-campus excursions and discounted tickets.
- Collaborate with UPB Marketing team to create a publicity strategy for Late-Night Entertainment programs.
- Maintain a consistent and thorough assessment plan and budget for Late-Night Entertainment programs.
- Actively participate in weekly UPB executive board meetings and bi-weekly UPB Friday committee member meetings.
- Facilitate weekly meetings for the Late-Night Entertainment committee.
- Maintain a positive working relationship with UPB Chair, Graduate Advisor, Advisor, executive board members, and committee members.
- Prepare for weekly meetings with UPB Chair.
Qualifications:

**Required**
- Substantial experience leading a team
- Ability to manage conflict effectively
- Programming experience, including marketing/PR and event execution
- High attention to detail and excellent organizational skills
- Integrity and Commitment
- Ability to meet deadlines
- Exceptional intercommunication and interpersonal skills
- Ability to work independently with little supervision
- Ability to work evening and weekend hours, as necessary
- Ability to adapt to circumstances and handle adversity
- Outstanding work-ethic and professionalism
- Ability to use standard office equipment including computer, copier, and telephones
- Minimum of a 2.5 GPA

**Desired**
- Effective public speaking skills
- Demonstrated desire to learn
- Knowledge of or experience with campus policies and procedures
- Effectiveness in establishing rapport with Chapman professional staff
- Love for Chapman University
- Experience as a UPB Director or Committee Member
- Familiarity with departments and organizations at Chapman
- Ability to lift objects of 45 lbs.
Time Commitment:

- Work approximately 15 hours per week during the Fall and Spring semesters. 10-12 hours/week during Summer and Interterm.
- Maintain a minimum of 8 office hours per week in Fall, Interterm and Spring.
- Attend weekly Executive Board meetings.
- Lead weekly committee meetings.
- Meet weekly 1-1 with the Chair.
- Attend bi-weekly CM Friday meetings.
- Attend mandatory UPB programs in the 2022-2023 school year
  - Fall Concert
  - Midnight Breakfast (Fall & Spring)
  - Spring Sizzle
  - Fall Comedian
  - Drag Show
  - Orientation Dance
  - Spring Speaker
- Attend the following Retreats and training days:
  - Transition Day (for New Executive Board): April 29, 2022
  - Start Date: July 6, 2022
  - Executive Board training: July 6-8, 2022

*Please note these dates are subject to change