

## **Event Director**

The Graduate and Professional Student Senate (GPSS) seeks an Event Director to support the Senate, the Vice President of Internal Affairs, and GPSS programming. They will coordinate and execute events for GPSS officers, senators, and their constituents. Compensation for this position is \$24 per hour, 19 hours per week for 34 weeks.

### **Key Responsibilities:**

- Planning and implementing multiple large campus events for all graduate and professional students at the University of Washington throughout the 2023-23 academic year.
- Coordinating all event logistics including supplies, catering, transportation, and vendor needs. Working with multiple campus partners to create events and programming that improve the graduate and professional student experience at UW.
- Serving on various GPSS and UW committees as the event liaison including the Diversity Committee, Legislative Advisory Board, and Science and Policy Committee.
- Working with the Communications Director to create marketing materials and engagement plans for events and programming.
- Ability to attend senate meetings at least twice a quarter
- Attending and assisting with all in-person/hybrid events
- Will report to the Vice President of Internal Affairs, but may work with other officers as projects arise

### **Qualifications:**

- Must be a UW student enrolled in at least 6 undergraduate or 4 graduate credits or on leave as defined by University Employment Policy from Chapter 104.
- Strong event planning skills.
- Background in event coordination including venue rentals, catering, and logistics.
- Experience managing staff, vendors, and volunteers.
- Ability to manage budgets and vendor payments.
- Comfortable working under pressure, delegation, and multitasking.
- Punctual in meeting deadlines.
- Strong creative skills to design event themes, decor, and promotional materials in collaboration with the Creative Director and Communications Director.
- Flexible schedule that allows for occasional evening and weekend events.
- Demonstrated experience working with underrepresented populations and an ability to communicate with a variety of people from different and minoritized backgrounds across race, gender, sexuality, ability, status, and language.
- Interest in working with student government and being part of a team.

### **Workplace Expectations:**

In addition to duties listed above, GPSS Staff members are also expected to:

- Work 19 hours per week.
- Work at least half of their time in office on weekdays from 8 - 5, Husky Union Building Room

314. These hours may be reduced under the discretion of your supervisor.

- Attend 2 Senate meetings per quarter. These meetings will be held from 5:30 PM to 8 PM on Wednesday's. These meetings contribute to your 19 hours per week.

- Remote work options are available and will be arranged based on work with your project load.

Please do not let these expectations deter you from applying, please email Amanda Chin (she/her), [gpssvpin@uw.edu](mailto:gpssvpin@uw.edu), with any questions or concerns to your scheduled interview time.

**Application Process:**

For this position, you are asked to provide a resume and an event action plan. Please submit a PDF for the following scenario: GPSS will be hosting a large Halloween event this fall in a space on campus. This event will be on a weeknight, is free to students, and will be a classy event providing music, desserts, and alcohol. In your plan, please include a timeline of tasks to complete, groups/individuals to coordinate with, and anything else you might deem necessary for a successful marketing campaign.

Hired applicants will be expected to attend an in-person Staff Orientation in late September