



University Program Board On-Campus Entertainment Director

The University Program Board (UPB) On-Campus Entertainment Director is a member of the UPB executive board at Chapman University. In support of the Student Affairs Learning Outcomes, the On-Campus Entertainment Director is responsible for coordinating daytime and late-night, 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, On-Campus Entertainment Director helps UPB build a stronger connection between Chapman students and their university.

Responsibilities:

- Coordinate a successful schedule of consistent on-campus throughout the week.
 - Two to three on-campus programs a month
- Coordinate medium to large-scale traditional On-Campus programs including Orientation Dance, Pumpkin Patch, Speaker/comedian/hypnotist, etc.
- Encourage social interaction and community building through on-campus excursions.
- Lead and supervise the students in the On-Campus Entertainment committee.
- Collaborate with UPB Marketing team to create a publicity strategy for On-Campus Entertainment programs, including bi-weekly meetings with the Marketing Director
- Maintain a consistent and thorough assessment plan and budget for On-Campus Entertainment programs.
- Actively participate in weekly UPB executive board meetings and bi-weekly UPB Friday committee member meetings.
- Facilitate bi-weekly meetings for the On-Campus 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*:

- Summer work required beginning the week of July 8, 2024. Interterm work required beginning the week of January 6, 2025 (tentative).
- 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 bi-weekly committee meetings.
- Attend bi-weekly CM Friday meetings.
- Meet weekly 1-1 with the Chair and GA.
- Meet bi-weekly with the Marketing Director.
- Attend mandatory UPB programs in the 2024-2025 school year
 - Fall Concert
 - Midnight Breakfast (Fall & Spring)
 - Spring Sizzle
 - Fall/Spring Speaker
 - Drag Show
 - Orientation Dance
- Attend the following training days:
 - Transition Day (for New Executive Board): week of May 3, 2024
 - Start Date: week of July 8, 2024
 - Executive Board training: week of July 8, 2024 (tentative)

*Please note these dates are subject to change