



University Program Board Special Events & Traditions Director

The University Program Board (UPB) Special Events & Traditions (SET) Director is a member of the UPB Executive Board at Chapman University. In support of the Student Affairs Learning Outcomes, the Special Events & Traditions Director is responsible for coordinating large traditional Chapman 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 SET Director helps UPB build a stronger connection between Chapman students and their university.

Responsibilities:

- Coordinate large-scale traditional Chapman programs including Midnight Breakfast (Fall and Spring), Spring Sizzle, Fall Concert, Drag Show, and Fall/Spring Speaker.
 - Coordinate Drag Show in Interterm/Beginning of Spring Semester
 - Plan Fall Concert and select artist in the summer
- Communicating with on and off-campus vendors to coordinate event logistics
 - On-Campus Partners: Ticketing Services, Event Operations, Musco Staff, Sodexo, etc.
 - Off-Campus Partners: Busing services, Production Companies, Talent Agencies, etc.
- Lead and supervise the students in the Special Events & Traditions committee
- Encourage social interaction and community building through on-campus and off-campus events.
- Collaborate with UPB Marketing team to create a publicity strategy for Special Events & Traditions programs, including bi-weekly meetings with the Marketing Director.
- Maintain a consistent and thorough assessment plan and budget for Special Events & Traditions programs.
- Actively participate in weekly UPB executive board meetings and bi-weekly UPB Friday committee member meetings.
- Facilitate bi-weekly meetings for the Special Events & Traditions 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

- Experience with large-scale event planning and programming at Chapman.
- Familiarity with the Chapman culture.
- Substantial experience leading a team
- Ability to manage conflict effectively
- 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