UM Productions Concert Coordinator

UM Productions is a student-run, student-funded organization that has experienced enormous success for over 45 years at The University Of Montana. The mission of UMP is to provide a diverse array of entertainment to the campus, the community and western Montana. Positions at UMP provide students with an outstanding opportunity to develop personally and professionally. Due to the nature of the entertainment business and the commitment of UMP to maintain its outstanding reputation, only the most committed and enthusiastic shall be considered.

JOB SUMMARY:
This position is directly responsible for the planning, negotiation, organization, execution and coordination of concerts offered through UM Productions. These events are designed to provide a variety of entertainment for the campus and the community. The Concert Coordinator is required to be available day of show from load-in to load-out. In addition, this position may assist the Director in overseeing administrative details as required.

QUALIFICATIONS:
• Outgoing person who easily talks with others
• Ability to maintain relations with various students, staff, departments and the community
• Strong oral and written communication skills
• Excellent organizational skills
• Self-motivated, willing to take the initiative to complete tasks
• Experience with promotion and marketing of events preferred
• Experience with event planning a plus
• Experience with budget revenue and expenditures a plus
• UM student taking six or more credits and currently in good standing with the University

EXPECTATIONS AND RESPONSIBILITIES:
• Contact agents, managers, and promoters in order to secure artists
• Execute rider requirements from pre to post production
• Network with other presenters in the region to identify booking possibilities
• Collaborate with other students, staff, campus departments and community businesses to plan and execute events
• Work within an identified budget
• Actively promote and market programs/events to a broad, diverse audience
• Maintain accurate records
• Hold daily office hours
• Attend employee meetings and training
  o Van Defensive Driving Course required or hold a current CDL with a passenger endorsement
• Other duties as assigned by the UM Productions Director or Advisors

IN RETURN YOU GET:
This position is an excellent opportunity to learn and work in the entertainment field, develop important business skills, and experience group dynamics. This is a 12-month position which pays a wage based on up to 40 hours per pay period at Minimum wage + $.30 per an hour. The Concert Coordinator is responsible for his/her tasks, should the work load exceed 40 hours per pay period. **Required with this position is a minimum of 12-15 hours of office time per week.** All coordinators are encouraged to make arrangements for independent study or internship to tie into their appointment to augment their academic record.