UM Productions Marketing 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 applicants shall be considered.

JOB SUMMARY:
This position is directly responsible for the planning, negotiation, organization, execution and coordination of marketing for the events offered through UM Productions. These events are designed to provide a diverse array of entertainment for the campus and the community.

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
• Possess excellent organizational and time management skills
• Self-motivated, willing to take the initiative to complete tasks
• Experience with promotion and marketing of events preferred, particularly Facebook and other social media platforms
• 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:
• Develop and maintain positive working relationships with newspapers, radio stations, and other advertising professionals on campus and in the community
• Work closely with the UM Productions Graphic Designer to create exciting ad campaigns
• Utilize organizational skills
• Hold daily office hours
• Work within an identified timeline
• Work within an identified budget
• Actively promote and market programs/events to a broad, diverse audience
• Maintain accurate records
• 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 and Advisors
• Maintain UM Productions website and marketing tools (Facebook, Myspace, Twitter, etc.)

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 Minimum wage + $.30 per hour up to 40 hours per pay period. The Marketing Coordinator is responsible for his/her tasks, should the workload exceed 40 hours per pay period. Required with this position is a minimum of 10 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.