

Job Description

Job Title: Graduate Assistant of Event Services

Supervisor: Assistant Director of Event Services

Salary: \$700/month

Hours: 20 hours/week

Job Description:

- Assist with the management of The Coliseum's social media accounts, web-page and print publications to assist in the promotion of all events taking place in The Coliseum
- Assist with the management of The Coliseum master calendar, including scheduling events, managing event documentation, and checking calendar for accuracy
- Assist with the generation client estimates, assist in drafting Facility Use Agreements, and collect required documents from clients as needed.
- Assist with the administration and collect data from The Coliseum Customer Service and Event Manager Surveys.
- Assist with on-site event management as needed
- Provide leadership and oversight to The Coliseum operations staff as needed
- Issue recommendations to The Coliseum policies and procedures in the areas of safety, security, booking procedures, etc.
- Other duties as assigned.

Requirements:

- Proficient in social media applications such as Facebook, Instagram and Twitter
- Basic Understanding of:
 - Microsoft Word, Excel, and PowerPoint
 - Adobe Photoshop, Illustrator, and Acrobat
 - Google Docs and Sheets
- Must be accepted into a UWG Graduate Program.
- Must be and remain in good standing with UWG

Other information

- Expected start date: 8/1/17

Application Process

Please submit a cover letter and resume to Charles Cantrell at ccantrel@westga.edu