ETK Executive:

Co-Sponsorships & Promotions

Responsibilities and Duties

* Assist and meet with organizations planning co-sponsorships, as needed
* Keep ETK executive team updated on status of outstanding co-sponsorships
* Present co-sponsorships to executive team for review and voting
* Maintain step-by-step guide and co-sponsorship form on the ETK website
* Meet with Marketing executive once per week
  + Work on promotions for tabling & banners
* Update ETK Board outside of Mensa
* Contact Waverly Palace Theater to set up Movie Knights one week in advance;
  + Confirm each Movie Knight monthly
  + Find out what is showing
  + Determine whether volunteers are needed and if so, coordinate
* Contact person for several of ETK’s events throughout the academic year
* Attend all applicable ETK meetings
* Keep ETK electronic files updated and ready to pass on to next year’s executive
* Assist in putting out promotional items (posters, etc.)
* Attend all ETK events, including co-sponsored events
  + Assist with load-in/load-out
* 3 ETK office hours per week

ETK Executive:

Marketing

Responsibilities and Duties

* Design original marketing ideas for each ETK event
* Design promotions for all ETK events
* Meet with Co-sponsorships/Promotions executive on a weekly basis to discuss marketing needs and simplicity promotions
* Set out & pick up dry-erase board for all events
* Contact person for several of ETK’s events throughout the academic year
* Read all contracts for image restrictions
* Attend all applicable ETK meetings
* Assist in putting out promotional items (posters, etc.)
* Keep ETK electronic files updated and ready to pass on to next year’s executive
* Attend all ETK events, including co-sponsored events
  + Assist with load-in/load-out
* Thank You cards
  + Design thank you notes and keep stocked
* 3 ETK office hours per week

ETK Executive:

Security & Logistics

Responsibilities and Duties

* Coordinate technical requests
* Request campus space immediately following NACA, working with Campus Event Coordinator
* Make tabling reservations, table tents and bulletin boards
* Communicate logistics for all events atleast 2 weeks in advance (tech, food, space needs)
* Reserve campus vehicles as needed via on-line forms
* Act as ETK’s Campus Security liaison
* Coordinate student security for events as necessary
* Organize security and transportation for any events necessary
* Conduct evaluations of each ETK event and present findings to executive team in timely fashion – Facebook Surveys & unique after event system
* Contact person for several of ETK’s events throughout the academic year
* Read all contracts
* Attend all applicable ETK meetings
* Assist in putting out promotional items (posters, etc.)
* Keep ETK electronic files updated and ready to pass on to next year’s executive
* Attend all ETK events, including co-sponsored events
  + Assist with load-in/load-out
* 3 ETK office hours per week

ETK Executive:

Office Manager & Hospitality

Responsibilities and Duties

* Record meetings minutes at all ETK meetings
  + Email minutes to exec, general members and advisor
  + Keep available on ETK computer
* Keep office orderly & stocked with appropriate supplies
* Check ETK email and phone messages, forward as needed
* Organize and purchase food orders for performers and teams as needed
* Confirm hotel accommodations and room reservations a minimum of 2 weeks in advance
* General Member (GM) contact person
  + Record GM minutes
  + Send out general GM emails
* Contact person for several of ETK’s events throughout the academic year
* Read all contracts
* Attend all applicable ETK meetings
* Keep ETK electronic files updated and ready to pass on to next year’s executive
* Attend all ETK events, including co-sponsored events
  + Assist with load-in/load-out
* Write thank you notes and welcome notes
* Set up hospitality prior to events
* 3 ETK office hours per week
* Work with President to update weekly task list

ETK Executive:

Social Media

Responsibilities and Duties

* Maintain social media plan on Hootsuite for Instagram, SnapChat, Facebook, Twitter, etc.
* Meet with Marketing executive once per week
  + Work on simplicity promotions, i.e. the Juice, Trumpet, KWAR, WTV8, Facebook, and Twitter
  + Discuss additional social media contests
  + Update cover pages and profile pages
* Create & maintain ETK Facebook, Twitter, Instagram events & make updates
* Take photos at all ETK events
* ETK on the web:
  + Manage and maintain ETK’s website
  + Put all ETK events into online calendar
* Contact person for several of ETK’s events throughout the academic year
* Attend all applicable ETK meetings
* Keep ETK electronic files updated and ready to pass on to next year’s executive
* Assist in putting out promotional items (posters, etc.)
* Attend all ETK events, including co-sponsored events
  + Assist with load-in/load-out
* 3 ETK office hours per week