

Entertainment ToKnight Executive: Social Media, Co-Sponsorships & Promotions Coordinator

Responsibilities and Duties

Specific to Role:

- Maintain and execute social media plan for entire year on all platforms
- Submit information to be published in The Juice
- Submit event information for Wartburg calendar
- Take photos at all ETK events
- Assist and meet with organizations planning co-sponsorships
- 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
- Update ETK board outside of Mensa

Expectations for all Executives:

- Attend all ETK Executive team meetings
- Attend all ETK events; Assist with setup and teardown
- Complete 3 office hours per week
- Assist in tabling to promote events
- Assist in creation of promotional banners
- Serve as contact person for several of ETK's events throughout the academic year
- Keep ETK electronic files updated and ready for incoming executive teams
- Assist in putting out promotional items (posters, etc.)
- Help purchase items needed for events
- Be in communication with all other executive team members and ETK adviser
- Assist with other duties and responsibilities as needed

Entertainment ToKnight Executive: Marketing Coordinator

Responsibilities and Duties

Specific to Role:

- Design original marketing ideas for all ETK events
- Design promotions (posters, table tents) for all ETK events
- Print all promotional materials
- Create and share content for the Social Media Executive to post
- Read all contracts for image restrictions
- Design thank you cards to send to performers and others offering assistance

Expectations for all Executives:

- Attend all ETK Executive team meetings
- Attend all ETK events; Assist with setup and teardown
- Complete 3 office hours per week
- Assist in tabling to promote events
- Assist in creation of promotional banners
- Serve as contact person for several of ETK's events throughout the academic year
- Keep ETK electronic files updated and ready for incoming executive teams
- Assist in putting out promotional items (posters, etc.)
- Help purchase items needed for events
- Be in communication with all other executive team members and ETK adviser
- Assist with other duties and responsibilities as needed

Entertainment ToKnight Executive: Logistics Coordinator

Responsibilities and Duties

Specific to Role:

- Coordinate technical requests
- Request campus space for events
- Make reservations for tabling, table tent displays and banner space
- Verify all reservations at least two weeks in advance
- Communicate logistics to Executive team for all events at least two weeks in advance (tech, food, space needs)
- Reserve campus vehicles as needed via online forms
- Act as ETK's Campus Security liaison
- Coordinate student security for events as necessary
- Track attendance at all ETK events

Expectations for all Executives:

- Attend all ETK Executive team meetings
- Attend all ETK events; Assist with setup and teardown
- Complete 3 office hours per week
- Assist in tabling to promote events
- Assist in creation of promotional banners
- Serve as contact person for several of ETK's events throughout the academic year
- Keep ETK electronic files updated and ready for incoming executive teams
- Assist in putting out promotional items (posters, etc.)
- Help purchase items needed for events
- Be in communication with all other executive team members and ETK adviser
- Assist with other duties and responsibilities as needed

Entertainment ToKnight Executive: Hospitality & Office Coordinator

Responsibilities and Duties

Specific to Role:

- Record minutes at all ETK meetings
- Maintain ETK Google Drive organization
- Keep office orderly & stocked with appropriate supplies
- Organize and purchase specific orders for performers
- Organize and purchase items necessary for all ETK events
- Confirm hotel accommodations and room reservations a minimum of two weeks in advance
- Write thank you notes and welcome notes

Expectations for all Executives:

- Attend all ETK Executive team meetings
- Attend all ETK events; Assist with setup and teardown
- Complete 3 office hours per week
- Assist in tabling to promote events
- Assist in creation of promotional banners
- Serve as contact person for several of ETK's events throughout the academic year
- Keep ETK electronic files updated and ready for incoming executive teams
- Assist in putting out promotional items (posters, etc.)
- Help purchase items needed for events
- Be in communication with all other executive team members and ETK adviser
- Assist with other duties and responsibilities as needed