

Promotions Positions

- Assistant Promotions Director – On/Off Campus Events
- Assistant Community Relations Director
- Community Relations Team Member
- Promotions Team Member
- Social Media Subcommittee Member
- Promotions Graphic Designer

Assistant Promotions Director On/Off Campus Events

Reports To: Promotions Director

Position Requirements:

- Assists with all aspects of promoting KTSW including planning off-campus events, suggesting booking bands, sponsorship development, contributing content to social media outlets as well as content for website
- Responsible for handling requests for and development of KTSW involvement opportunities off-campus such as residency shows, community event participation, remote events, etc.
- Assists in the management and training of a volunteer staff
- Flexible Schedule
- Must have previous KTSW experience
- Performs other duties as assigned

Skills:

- Ability to listen, write, and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to design, plan, organize, and implement projects and tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

Notations:

S = Supervisory Role

V = Volunteer Position

Assistant Community Relations Director

Reports To: Promotions Director

Position Requirements:

- Assists with all aspects of promoting KTSW including planning off-campus events, suggesting bands, sponsorship development, contributing content to social media outlets as well as content for website
- Responsible for coordinating charity events and leading community outreach initiatives
- Responsible for overseeing the community relations subcommittee, including assigning and editing blog articles for “KTSW Loves”
- Responsible for handling requests for and development of KTSW involvement opportunities off-campus such as residency shows, community event participation, etc.
- Assists in the management and training of Community Relations volunteer staff
- Flexible Schedule
- Must have previous KTSW experience
- Performs other duties as assigned

Skills:

- Ability to listen, write, and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to design, plan, organize, and implement projects and tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

Notations:

S = Supervisory Role

V = Volunteer Position

Community Relations Team Member

Reports to: Community Relations Director, Assistant Director, Directors

Position Requirements:

- Serves as the face of KTSW both on and off campus and promotes all aspects KTSW events and programming
- Responsible for writing monthly articles for the KTSW blog under “KTSW Loves”
- Assists the Community Relations Directors with community outreach initiatives
- Assists in all aspects of KTSW events (pre, during and post) as assigned
- Flexible Schedule
- Performs other duties as assigned

Skills:

- Ability to listen, write, and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to design, plan, organize, and implement projects and tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

Notation:

V = Volunteer Position

Promotions Team Member

Reports to: Assistant Directors, Directors

Position Requirements:

- Serves as the face of KTSW both on and off campus and promotes all aspects KTSW events and programming
- Assists in all aspects of KTSW events (pre, during and post) as assigned
- Flexible Schedule
- Performs other duties as assigned

Skills:

- Ability to listen, write, and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to design, plan, organize, and implement projects and tasks within an allotted timeframe
- Dependable, responsible contributor committed to excellence and success

Notation:

V = Volunteer Position

Social Media Subcommittee Member

Reports to: Assistant Directors, Directors

Position Requirements:

- Helps with posting live coverage (such as Instagram stories) of live events as they are happening
- Takes photos and/or video that would be suitable for a post after an event
- Serves as the face of KTSW both on and off campus and promotes all aspects KTSW events and programming
- Assists in all aspects of KTSW events (pre, during and post) as assigned • Flexible Schedule
- Performs other duties as assigned

Skills:

- Has photography/videography knowledge that would aid in capturing interesting and exciting content that looks well-produced
- Stays up to date with social media trends
- Ability to listen, write, and speak effectively
- Highly motivated self-starter who takes initiative with minimal supervision
- Computer-literate performer covering wide variety of applications
- Ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers
- Ability to design, plan, organize, and implement projects and tasks within an allotted time frame
- Dependable, responsible contributor committed to excellence and success

Notation:

V = Volunteer Position