



Special Events Director

Positions and Responsibilities for Blue Devil Productions

Position Summary

The Special Events Director shall coordinate the selection, contracting, promotion, day-of-show production, and evaluation of Blue Devil Production large scale music/comedy/lecture events, as well as, smaller lecture events and co-ops.

Detailed Description

- Work with production board and members to evaluate surveys and event attendance records to determine audience likes and dislikes in the area of music, comedy, and lecture.
- Work with agencies and contacts to book entertainment. Negotiate dates, fees, and terms for possible large scale music , comedy and speakers
- Work with Executive Producer to develop and present a budget plan for each event, with an overall yearly budget plan
- Review acts and opportunities for booking in the area of cooperative programs and films. Design and implement a plan to inform organizations about cooperative programming opportunities
- Consult with Marketing Directors to develop on and off-campus promotional plans for special events.
- Meet with Art Director to discuss promotional graphic design ideas and date requirements for all printed materials needed for each event.
- Meet with the Multimedia Director to establish event related website content (press releases, media clips, etc), as well as posting deadlines.
- Determine staffing needs for each event, assign tasks at event, and manage all staff at event.
- Do ALL the advance work related to the production of the show: press releases, room reservations, hospitality, hotel reservations, technical requirements (Event Technology Crew), begin ticketing process, security, etc.
- Implement promotional plan and day-of-show work schedule, hosting artist, pre and post show music, thank you cards, etc.
- Work closely with ETC and schedule meetings when necessary to discuss the entirety of production for the show.
- Submit and adhere to a schedule of no less than 5 weekly office hours held in the Blue Devil Productions office.

Beneficial Knowledge to Position

- Knowledge of current music, comedy, and lecture trends
- Planning and management skills
- Ability to schedule and oversee work of others (delegate)
- Ability to negotiate
- Ability to communicate with supervisors, peers, and subordinates
- Decision making, problem solving, and critical thinking
- Ability to perform administrative duties