

JOB POSTING - EVENT PLANNER

(TEMPORARY STUDENT POSITION - HYBRID WORK)

10 WEEKS/100 HOURS/\$20 PER HOUR/JANUARY 26-APRIL 5, 2024

Application Deadline: Sunday, November 28, 2023 at 12:59pm EST

This position is available to registered and continuing students at the University of Guelph. Please send resume and cover letter to outreach@cfru.ca with the subject line, "CFRU Event Planner"

CFRU is a volunteer-driven campus and community radio station and media centre committed to broadcasting high quality, innovative, and entertaining music and spoken word programming. We serve as a distinct alternative to other available radio and media services and provide an ongoing connection between the University campus and the wider community.

Nature and scope:

CFRU's Event Planners will work both remotely and in-person to plan at least three (3) events that benefit the student experience. The two (2) Event Planners will report to the Volunteer & Mobile Studio Coordinator and Marketing & Outreach Director. The Event Planners will be responsible for organizing and managing every aspect of an event. Your duties will include working with another student staff member to conceptualize theme ideas that will appeal to both university students and CFRU volunteers. The Event Planners will bring ideas to other members of CFRU staff for approving and confirming the concept, and will work with the available event funding to plan budgets, book venues, create promotional materials, manage logistics, and present post-event reports. The Event Planners will be supported by additional CFRU staff and volunteers as needed, and are responsible for coordinating all of the moving parts involved in ensuring events go smoothly, including choosing venues, catering services, and hiring performers. They will plan and coordinate all the details before the event and handle day-of logistics

Duties:

Working closely with, and reporting to, CFRU's Marketing & Outreach Director, the Event Planners will:

- Plan at least three (3) events or a series of three (3) events over the course of ten (10) weeks (may include planning for an event that takes place in the summer, to be carried out by CFRU after this position has ended). This could include supporting CFRU with existing legacy events
- Brainstorm concepts of events that will appeal to University of Guelph students, and/or CFRU volunteers, and present these ideas to CFRU staff for input. These could include concerts, volunteer appreciation events, skill-building workshops, public speaking engagements, or interactive activities
- Liaise with selected performers/workshop presenters/public speakers as needed
- Look at the available funding CFRU has allotted for events to create a workable budget for each event
- Determine the needed amount of volunteers per event and what responsibilities those volunteers will have, and work with CFRU staff to recruit and implement those volunteers
- Book venues for events (where applicable)

- Manage logistics such as food and beverage, supplies/props/decorations, ticketing, and security
- Supervising events with the support of recruited volunteers and CFRU staff (where applicable)

Objective:

CFRU is a resource for University of Guelph students, providing access to equipment, training, and skills development opportunities. We are also a platform for sharing student voices and perspectives while connecting students to the broader Guelph community through media production, events, and other engaging experiences. When we attend festivals and events, we build community between on- and off-campus life as well as give opportunities for people to be represented by the media. We consider this a learning opportunity wherein applicable training and support will be provided throughout the contract term and a review will be conducted in the final week where the student will be encouraged to reflect on skills developed and offer feedback to CFRU Staff.

We are searching for an enthusiastic and professional University of Guelph student with good organizational skills to take a leadership role in this position. The two (2) successful candidates will be offered support where needed. Applicants for this impactful role should be organized, self-motivated, with good communication skills, and an interest in problem-solving. This position requires some evenings and weekends.

Qualifications:

- Self-motivated with good time management
- Detail-oriented
- Problem-solving skills
- Good communication skills (verbal and written)
- Social media savvy
- Flexible schedule and ability to adapt to new situations
- Highly organized
- Ability to manage multiple projects independently
- Available evenings and weekends

Eligibility requirements:

- This position is open to domestic and international undergraduate and graduate students registered at the University of Guelph
- International students must be legally eligible to work in Canada

Assets:

- Experience volunteering with CFRU
- Familiar with campus & community radio
- Friendly, enthusiastic, and positive attitude
- Strong multi-tasking skills
- Experience working/volunteering for not-for-profit organizations
- Interest in media, radio broadcasting, content production
- Knowledge of anti-oppressive practices

This position is a 10-week hybrid position at \$20 per hour for a total of 100 hours beginning February 1, 2024 and ending April 5, 2024. The Event Planners will be responsible for planning how to successfully

manage all their proposed events within their available hours and weekly scheduling of hours will be flexible and adaptable around classes and other work schedules. The two (2) successful applicants for this position will be welcome to re-apply if CFRU offers this position in subsequent semesters. Only current University of Guelph students will be considered. This is not a unionized position.

To apply, please send your resume and cover letter to outreach@cfru.ca by Sunday, November 28, 2023 at 12:59pm EST. Please use the subject line, "CFRU Event Planner"

For a PDF of this posting, please click here.

CFRU Radio is an employment equity employer. All qualified candidates are welcome. Preferences will be given to and applications are encouraged from all equity-seeking individuals including people living with disabilities, people of colour, Indigenous peoples, women, working class people, queer and/or trans people (an umbrella term recognising many identities outside of the gender binary, including but not limited to: transgender, transsexual, Two-Spirit, genderqueer, gender-fluid, etc.). Please feel free to complete our Employment Equity Self-Identification Form.