UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Specialist, Public Programming & Events

REPORTS TO: Assistant Director, Public Programming & Events

GRADE: 9

SUPervises: Student workforce

BASIC FUNCTION:

Assist the Director of Public Programming and Events in the implementation of all public programming, protocol events and special events. Build, manage and maintain all programming and events invitation lists. Supervise and manage the programming and events student workforce in the office and during public events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assistant in the planning, organization and implementation of public programs, protocol events and University sanctioned special events.

Staff President-hosted events as assigned by the Director of Public Programming and Events.

Staff other special events as assigned by the Director of Public Programming and Events.

In collaboration with division and department leadership, assist in the selection of external venues for special events.

Serve as the primary liaison with programming and special event vendors; secure bids and secure services.

Assist in the hiring, training, supervision and evaluation of the department’s student workforce.
Determine and provide appropriate student staffing levels for all public programs and special events.

Maintain the public programming and special events invitation database.

Generate and build segmented invitation lists for all public programs and special events.

Conduct high-end VIP campus tours for visiting guests.

Participate in the development of the department’s annual operations plan.

OTHER DUTIES AND RESPONSIBILITIES:

Assume other related duties as assigned by the director of public programming and events.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

**Required:** Bachelor’s degree; 1-2 years of direct or related experience in public programming and/or special events; past demonstrated success in organizing and implementing small and large-scale programs and events; ability to work in a fast-paced, team-oriented environment; effective verbal and writing communication skills; computer-based list management, list development and maintenance skills. **Preferred:** Experience in higher education working effectively with senior leaders and managers; previous experience in hiring and supervising a student workforce.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.