



The Student Events Team is a student-led organization that produces fun, interactive, educational events where students make lifelong memories and celebrate their Maverick Pride.

Job Title:	Stomper's Cinema	Contact:	Ryan Leistikow
Department/Group:	Student Events Team	Email:	Ryan.leistikow@mnsu.edu
Location:	Student Activities, MNSU	Travel Required:	Yes-10% (In town Driving)
Stipend/Year:	\$3,000**	Position Type:	Student Leader/Internship
Number of Hours/Week:	8 Hours (4 meetings & 4 In-Office Hours)	Date Posted:	January 9 th , 2023
Will Train Applicant(s):	Yes	Posting Expires:	February 20 th , 2023
Duration of Training:	03/13/2023 - 04/18/2023 (4 hours per week)		
Date of Appointment	04/18/2023 - 04/23/2024		

Applications Accepted By:

Online at <https://mankato.mnsu.edu/university-life/activities-and-organizations/student-events-team/board-applications/> or <https://bit.ly/35auo68>

Job Description

POSITION SPECIFIC ROLES AND TASKS:

- Program blockbuster per month and one event within the Stomper's Cinema budget according to the wants and preferences of the student body
- Plan the outdoor movie showing series during fall semester
- Program MAVFlix showings within the Stomper's Cinema budget according to the wants and preferences of the student body
- Create and maintain a weekly PowerPoint pre-show that also includes promo for the Student Events Team and any necessary sponsorship advertisements
- Work with SWANK, Criterion, etc. to select and order movies
- Confirm arrival and departure of film(s) each week
- Attempt to bring two documentaries or independent films during the school year
- Complete at least one innovative promotional campaign for each event
- Plan at least one special promotion/event for films each semester. Examples are drive-in movies, funny video competitions, Hearth Lounge showings, etc.
- Create day-of-plan organization including volunteer coordination, event logistics, ticket sales, and other details for each special event
- Manage a budget including spending, tracking, fundraising, and balancing
- Manage Stomper's Cinema concessions
 - Create pricing schemes (combos, punch cards, special promotions, etc.)
 - Check in with front desk workers occasionally at the movies (at minimum twice per semester)
 - Maintain concessions stock/supplies. Order and restock when necessary
 - Create signage for concessions
- Maintain Showcases
 - Update light up display case in the CSU (40"x28")
 - Update display case in Carkoski Commons
 - Always have current movie posters and/or special promo for the team in displays at all times
 - Order adequate movie posters for display cases if not available from movie distributor

GENERAL DUTIES:

- Meetings: 1-hour weekly Tuesdays @ 4, 1-hour weekly board meeting, and 1-hour weekly one-on-one with advisor
- Attend Winter/Spring Retreats
- Lead, guide, and train assigned Team Lead (if applicable)
- Attend and facilitate weekly committee meetings (if applicable)
- Complete all required forms such as, but not limited to, PR requests and Special Event Checklists (SEC)
- Attend and support Student Events Team events when requested (all-hands-on-deck events)
- Work with advisor to evaluate, plan, and promote assigned events
- Adherence to all University and Student Activities policies
- Recognition that the primary responsibility of each member is to the student
- Other duties as assigned

MINIMUM QUALIFICATIONS:

2.5 Cumulative GPA, Experience with student programming preferred, Ability to meet communication and meeting requirements throughout summer term.

OTHER CONSIDERATIONS:

Possesses the ability to motivate others, delegate tasks to others, and set deadlines for completion of tasks. Effective interpersonal communication, including written and oral communications. Flexible with programming objectives. Experience with budgeting and fiscal management. Possesses the ability to role model appropriate behavior both on and off-campus, has experience with leadership skills and competencies. Has the ability to work with other campus organizations including, but not limited to, athletics, alumni association, president's office, campus recreation, physical plant, parking, security, and fraternities/sororities. Remains objective during times of stress and adapts to public speaking (including large profile interviews). Holds the ability to plan, strategize, and process large events. Thoroughly complete tasks on time.

**All stipend payments are pending funding approval