

UC-IMC VENUE AND MEDIA TRAINING COORDINATOR

GENERAL DESCRIPTION:

The UC-IMC Venue and Media Training Coordinator is granted the authority to act upon behalf of the Board of Directors to fulfill the UC-IMC's mission and goals by overseeing and facilitating the venue, media training, and technology needs of the IMC consistent with policies and directives given by the Board of Directors. As part of a staff collective along with the Finance & Building Coordinator and the Venue and Media Training Coordinator, the Development & Outreach Coordinator will prioritize job responsibilities that generate income for the UC-IMC and ensure its financial viability.

QUALIFICATIONS:

- Understanding of and commitment to the IMC and social justice work
- Experience and skills working with broad array of technology tools, systems, and media
- Proficiency in office software, social media, databases, and websites a must
- Experience teaching and demystifying technology preferred
- Mature judgment, strong organization and communication skills
- Ability to multi-task and work with a variety of people in a diverse environment
- Willingness to work flexible hours
- Ability to exude positive energy and team spirit
- Ability to work without close supervision
- Background and experience in organizing and promoting events

DUTIES AND RESPONSIBILITIES:

(*Indicates highest priority items)

- *Venue & Promotions*
 - *Promote venue space, actively seeking out events, artists, and partners.
 - *Respond to all space inquiries and provide tours.
 - *Prepare venue contracts.
 - *Keep calendar and shows website up-to-date
 - *Ensure space is prepared for events
 - *Collect event monies and close out events
 - *Staff those events paying for additional tech support
 - Successfully promote events at the IMC
 - Coordinate volunteers and interns staffing shows
- *Technology Support*
 - *Maintain and upgrade websites, calendar, and database
 - *Support UCIMC listservs - control permissions, keep of passwords, etc.
 - *Work with volunteers to ensure the function of radio automation & livestream
 - Attend facilities committee of the board
- *Training*

- *Train youth in media production for We Choose Health grant
- Provide and promote regular media and radio training
- Coordinate volunteers who wish to offer trainings
- Maintain production studio and check out media equipment
- Maintain media making documentation
- Coordinate with MakerSpace and WRFU

- *Miscellaneous*
 - *Produce and maintain an annual workplan with financial and organizational benchmarks and report progress on this to the staff and board.
 - Receive, record, and direct phone correspondence to appropriate persons during office hours.
 - Keep regular office hours and manage day-to-day issues as they arise.
 - Participate in weekly staff planning meetings.

Salary and Benefits:

\$10-13 per hour based on experience. 20 hours a week guaranteed. Estimated 10-15 more hours a week staffing events and supporting grant funded activities. Benefits: 10 paid National Holidays.

Supervision and Evaluation:

The Venue and Media Training Coordinator will be evaluated at least annually by the Board of Directors.

Notice of Termination:

Notice of termination of employment by either party shall give a thirty-day notice.