Student Activities Office
Student Activities Programming Board (SAPB)
Program Assistant, Audio & Lighting Manager, The Cave
Position Description

Application Information

- Contact: Ana Sontag (asontag, x4462)
- Applications and hiring information online: go.carleton.edu/activities
- 10 hours per week, paid
- Paid mandatory trainings

Paid Mandatory Trainings

- May 16, 2017, 7:00 - 8:30 p.m.: Peer Leader Orientation
- August 28, 2017: Program Assistants arrive on campus
- August 28 - September 3, 2017: Program Assistant/Office training
- September 4, 2017: Peer Leader training
- September 5 - September 10, 2017: New Student Week involvement
- January 6, 2018: Peer Leader Training
- Required weekly SAPB meetings Tuesday during Common time

Peer Leaders at Carleton College

Carleton College employs hundreds of students in a variety of leadership roles. These student leaders are vital in providing important programs and services to the campus community. With the talent, energy, and spirit of Carleton’s student leaders, the College stands well-poised to provide a true liberal arts education that challenges students to “learn broadly and think deeply.”

Guided by the core values of social justice and inclusivity, the Peer Leader training program provides a collaborative campus-wide hub to prepare students to lead by giving them the tools, resources, connections, and skills they need in order to serve the Carleton community.

The Cave

The Cave is one of the oldest and most established student organizations at Carleton College. With a charter dating back to 1927, The Cave proudly serves Carleton students as one of the longest standing, student-managed entertainment venues in the United States. The Cave provides a welcoming, safe, and interactive environment for all members of the Carleton community. Along with a wide variety of live entertainment, The Cave also offers food and beverages for students to enjoy.

The Cave is managed by students and supported in a collaborative effort between the Carleton Student Association (CSA) and the Student Activities Office (SAO). Specializing in the coordination and promotion of live performances, The Cave provides exciting leadership opportunities for students to work closely with professional artists and agents throughout the entertainment industry.
The Cave has dedicated programming space in the lower level of Evans Hall and is open Tuesday-Saturday during the academic year. The Cave is also available for group meetings, socializing, and studying.

**Program Assistant, Audio & Lighting Manager**

The Audio & Lighting Manager position is responsible for fulfilling the audio and lighting requirements of contracted talent and student performers. The Cave, being both a student organization as well as a business, provides a variety of programs and services that challenge beliefs, educate others, inspire the individual, entertain the soul, and create a sense of campus community and pride.

Working closely with CSA, SAO, and the other Cave staff, the Audio & Lighting position assists with the daily operation of the organization. This includes facility management, employee supervision, cash management, inventory control, and the development of both long and short-term goals. Reporting directly to the Assistant Director of Student Activities, this position plays an integral role in the overall success of the organization.

This position works approximately 10 hours per week during the academic year, with a combination of event planning responsibilities and supporting other Cave and SAPB staff. This position also supports SAPB Program Assistants in planning and implementing large, campus-wide events such as Spring Concert, MidWinter Ball, and Halloween.

**Audio & Lighting Responsibilities**

- Work closely with the Booking Manager position to ensure The Cave meets the technical requirements of performers
- Coordinate and train the Cave Event Support staff in audio and lighting needs
- Assist in scheduling Event Support staff
- Provide audio and lighting support for student initiated events on campus
- Maintain an accurate inventory of audio and lighting equipment for the Cave and SAO
- Periodically check audio and lighting equipment to ensure proper working operation
- Develop and manage an annual operating budget
- Represent The Cave during the CSA spring allocation process, ensuring all necessary financial requests are submitted and presented accurately and timely
- Serve as a contributing member of the Cave management team including the General Manager and the Booking Manager
- Professionally represent the Cave in campus meetings and discussions
- Attend meetings with Cave staff every term and as needed
- Attend weekly meetings of the Student Activities Programming Board (SAPB)
- Support Program Assistants in planning and implementing large, campus-wide events
- Meet regularly with Assistant Director of Student Activities
- Other duties as assigned

**General Responsibilities**
• Collaborate with other Peer Leaders, staff and faculty in creating a welcoming and inclusive campus community
• Serve as a positive role model and mentor to students
• Encourage students to explore and become involved in a variety of curricular and co-curricular activities on campus and in the community
• Be a positive source of energy and information to students
• Be available to assist with the welcoming of students and their families during New Student Week
• Serve as an effective participant in small group settings during New Student Week

Qualifications

• Carleton student in good academic and disciplinary standing
• Willingness to serve as part of a team
• Enthusiasm for The Cave and willingness to learn
• Assertiveness and patience in the workplace
• Creativity, integrity, and a positive attitude
• Attention to detail and strong organizational skills
• Effective written and oral communication skills, problem solving abilities, and decision-making skills
• Ability to multi-task and manage multiple projects with overlapping deadlines
• Ability to represent SAPB and SAO in a professional manner
• Willingness to work some evening, night, and weekend hours as needed
• Sense of humor