Student Activities Office and the Carleton Student Association  
Student Activities Programming Board (SAPB)  
Program Assistant, Entertainment & Scheduling, The Cave  
Position Description

Application Information

- Contact: Nadine Sunderland (nsunderl, x4462)  
- Applications and hiring information online: go.carleton.edu/activities  
- 10 hours per week, paid  
- Paid mandatory training

Mandatory Training

- May 21, 7:00 - 8:30 p.m.: Peer Leader Kick-Off  
- September 2, 2013: Program Assistants arrive on campus  
- September 3 - September 8, 2013: Program Assistant/Office training  
- September 9, 2013: Peer Leader training  
- September 10 - September 15, 2013: New Student Week involvement

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.”

To this end, the Division of Student Life has developed a Peer Leader Integration Program, designed to unify and strengthen the efforts of its student leaders. This program has many overarching benefits, but emphasizes two main goals: 1) to develop a successful and inclusive combined Peer Leader Training Program; and 2) to identify how to best utilize the talent, energy and spirit of the student leaders in assisting fellow students in a collaborative manner. In pursuing these goals, we hope to build camaraderie among student leaders, promote greater understanding of the varied resources available to students, and ultimately lead to a higher level of student satisfaction and development.

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 the longest standing, student managed college pub 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 and the Student Activities Office. 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 Margaret Evans Hall and is open daily during the academic year. The Cave is also available for group meetings, socializing and studying.

**Program Assistant, Entertainment & Scheduling**

The Entertainment & Scheduling position solicits student involvement and contracts both professional and student talent. This position recruits and leads a committee of student volunteers to assist with the selection of a comprehensive entertainment schedule. 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 the Carleton Student Association, Student Activities Office and Cave staff, the Entertainment & Scheduling 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 assisting other students in the Student Activities Office. This position will also support other Program Assistants in planning and implementing large, campus-wide events such as Spring Concert, Midwinter Ball, Halloween Concert and Dances.

**Entertainment & Scheduling Responsibilities**

- Recruit a committee of volunteers to select entertainment and help ensure a broad scope of interests are reflected in the schedule
- Solicit entertainment ideas and requests from the student body
- Encourage and work with students in providing showcase opportunities for student talent
- Support CSA organizations in utilizing The Cave as a practice venue for student bands when feasible
- Maintain consistent communication with Carleton students, staff and faculty members, as well as artist representatives
- Work directly with agents and performers in fulfilling all contractual obligations, including rider requirements, technical needs and coordinating the arrival and departure of performers
- Work with the Assistant Director of Student Activities to negotiate performance contracts
- Complete appropriate contracts and check requests
- Assist with the daily operation of the organization, including facility management, employee supervision, cash management, inventory control and the development of both long and short term goals
- Responsible for the development and management of an annual operating budget
- Assist with marketing and promoting events in The Cave
- Work closely with the Audio & Lighting position to meet technical requirements of each artist
- Assist in scheduling Event Support staff for events in The Cave
• Serve as a contributing member of The Cave Management Team
• Professionally represent The Cave in campus meetings and discussions
• Attend weekly meetings with Cave staff
• Attend meetings with the Assistant Director of Student Activities as requested
• Attend weekly meetings of the Student Activities Programming Board (SAPB)
• Support Program Assistants in planning and implementing large, campus-wide events
• Other duties as assigned

General Responsibilities

• Collaborate with other Peer Leaders, staff and faculty in creating a welcoming and inclusive campus community
• Provide resources and opportunities for students to pursue and reflect on experiences that prepare students for their post Carleton lives
• 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 the SAPB and CSA in a professional manner
• Willingness to work some evening, night, and weekend hours as needed
• Sense of humor