Student Activities Office and the Carleton Student Association
Student Activities Programming Board (SAPB)
Program Assistant/General 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 training

Mandatory Training

- May 19, 2015, 7:00 - 8:30 p.m.: Peer Leader Kick-Off
- September 1, 2015: Program Assistants arrive on campus
- September 1 - September 6, 2015: Program Assistant/Office training
- September 7, 2015: Peer Leader training
- September 8- September 13, 2015: 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 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 snacks and a variety of 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/General Manager**

The General Manager is responsible for leading a group of students in the overall management and organization of The Cave. 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 General Manager is responsible for 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. The General Manager reports directly to the Assistant Director of Student Activities and assists in the supervision of the following student positions:

- Event Support
- Program Assistant, Audio & Lighting
- Program Assistant, Entertainment & Scheduling

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 also supports other Program Assistants in planning and implementing large, campus-wide events such as Spring Concert, Midwinter Ball, Halloween Concert and Dances. Additional work hours may be available for break programming (i.e. spring and winter break).

**General Manager Responsibilities**

- Serve as on-site supervisor during open hours and communicate regularly with the Carleton Student Association and the Student Activities Office
- Work closely with the Student Activities Office and non-student bartenders in staff supervision, facility management and the overall needs of The Cave
- Schedule student and non-student staff, ensuring all shifts are covered and that substitutions are documented
- Serve as the primary liaison to college offices and organizations on behalf of The Cave
- Coordinate hiring of Event Support staff with The Cave Management Team
- Assist with hiring other Cave Management positions as needed
- Assist with enforcement of policies and procedures
- Assist in developing and implementing effective crowd management policies and procedures
- Ensure that employees are providing excellent customer service
- Develop and maintain an accurate operating budget for The Cave
- Represent The Cave during the Carleton Student Association spring allocation process, ensuring all necessary financial requests are submitted and presented accurately and timely
• Ensure proper cash handling procedures are followed by all employees
• Manage the daily deposits and cash funds for The Cave
• Ensure that an effective marketing plan is created and implemented each term, including website maintenance, resale merchandise, campus emails, posters, banners, etc.
• Oversee the preparation and serving of menu items, including food, non-alcoholic beverages and merchandise
• Responsible for inventory control, stocking, and the ordering of food, supplies, merchandise and non-alcoholic beverages
• Participate in opening and closing tasks such as moving furniture, stocking of supplies, and light cleaning
• Assist with unloading and loading of performers sound equipment as necessary
• Assist with audio and lighting during performances as necessary
• Organize and conduct weekly meetings for The Cave
• Attend weekly meetings of the Student Activities Programming Board (SAPB)
• Meet regularly with the Assistant Director of Student Activities
• Update the Carleton Student Association at least once per term regarding the overall status of the organization and facility
• Support Program Assistants in planning and implementing large, campus-wide events
• Other duties as assigned

Other 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