



Director of Events

Employment Opportunity

The Saint Mary's University Students' Association (SMUSA) is a not-for-profit organization that provides services, support, advocacy, and representation to the students of Saint Mary's University. Our vision is to ensure the highest quality of life for Saint Mary's students.

As Director of Events, you will play a key role in planning engaging events for students throughout the year. You will be responsible for planning and executing Fall and Winter Welcome Weeks alongside the Societies Director. The primary purpose of this position is to create engaging and inclusive events for all students at Saint Mary's University. Further, you will develop a relationship with the Residence Department and Residence Assistants in order to collaborate on events for residence students throughout the year. The mandate of the Events Director includes planning a wide range of events including pub nights, concerts, and event weeks, with themes such as Wellness or Financial Literacy. The Events Director will strive to build connections with all students on campus in order to plan and execute events that will reach a broad network of students.

Position Responsibilities

- Coordinate, plan, and execute Fall and Winter Welcome Weeks alongside the SMUSA Director of Societies and Engagement.
- Develop, plan, and execute a wide range of events and initiatives throughout the year. This includes programming such as Pub Nights, Speaker Series, Concerts, Event Weeks, and other events as required.
- Acknowledge and celebrate the diversity of the student population by facilitating inclusive events and supporting programming for under-represented groups on campus.
- Represent students on various university committees related to event planning and student experience
- Recruit student volunteers, such as Pack Leaders, to assist with SMUSA events, initiatives, and campaigns.
- Ensure that all events are inclusive and available to all students on campus.
- Work closely with the Director of Marketing and Communications to advertise and promote SMUSA events, campaigns, and initiatives.
- Engage with students and promote events/initiatives.

- Attend and represent SMUSA at various university and community events.
- Any other duties relevant to the position as assigned by the President.

Requirements and Skills

- Candidates must be a registered Saint Mary's student for the 2021-2022 academic year.
- Passionate about student issues and working closely with students.
- Engaged, outgoing, self-motivated, and driven individual.
- Strong interpersonal communications skills.
- Understanding of campus stakeholders, including university administration, faculty, and other staff.
- Relevant on-campus experience including, but not limited to: Residence Life, Welcome Weeks, Societies, Athletic Clubs/Teams, etc.
- Experience managing a team of employees/volunteers.
- Expertise in event planning and the coordination of employees/volunteers

What We Offer

- Leadership development opportunities.
- Flexible work arrangements based on course schedule.
- Learning and skill development opportunities.
- U-Pass and Health and Dental Plan.

Position Term: May 1st, 2021 - April 30th, 2022

Deadline for Application: March 31st, 2021

If this sounds like something that interests you, we'd love to talk to you! **Please submit your resume and cover letter via email to karla.hodge@smu.ca with the subject line "SMUSA Events Director" no later than 11:59 PM on March 31, 2021.** Applications must include a one-page cover letter accompanied by a resume and contact information of the applicant including two (2) references. Any questions regarding this job posting may be addressed to Karla Hodge via email. We thank all applicants for their interest; however, only those applicants selected for an interview will be contacted.

The Saint Mary's University Students' Association welcomes the contributions of individuals from traditionally marginalized communities, as outlined under the prohibited grounds for discrimination in the Nova Scotia Human Rights Act, bring to our organization. These include racialized people; Indigenous people, womxn, lesbian, bisexual, gay, transgender, and queer

people, and people with disabilities. We encourage all applicants to self-identify in their application if they are a member of a marginalized community.