

Events Director Job Description:

College Broadcasters, Inc. (CBI) seeks a part-time paid Events Director to coordinate the National Student Electronic Media Convention (askcbi.org/seattle) and other programming. The director will work remotely with occasional travel required throughout the year.

CBI represents students involved in radio, television, webcasting and other related media ventures; ensures a commitment to education and the student pursuit of excellence through active involvement in electronic media; promotes cooperative efforts between the association and other national, regional, and state media organizations; facilitates the discussion of issues related to student-operated electronic media; and other community oriented programs. CBI currently represents electronic student media outlets from around the world.

Duties

- Attend and serve as principal coordinator of the National Student Electronic Media Convention (NSEMC) and summer College Media Mega Workshop
 - Primarily responsible for negotiating venues, technical support, conduct site visits, session curation and scheduling, and all other aspects of event planning
- Attend or join monthly board meetings
- Attend annual board retreat
- Develop and maintain programming related relationships with allied media organizations and with product vendors
- Maintain regular communications with Board of Directors, CBI membership and other interested parties
- Manage CBI digital platforms related to programming planning
- Other duties as necessary to fulfill the responsibilities and requirements of this position

The Events Director works under the direction of the CBI President and Board of Directors.

Education Requirements

Minimum of a Bachelor's Degree

Experience

Five-years of experience in media, higher education or related fields is required.

Successful background in negotiating contracts/agreements is preferred.

Event planning experience preferred.

Prior participation in the NSEMC is preferred.

Knowledge of student electronic media is preferred.

Application Period

Open September 15 - November 15, 2018.

Application Requirements

Cover letter. CV.

Include in cover letter impressions of NSEMC if you have attended.

Submit inquiries to Steven Hames, Secretary, at Membership@AskCBI.org.