



# JOB DESCRIPTION

## Programming Chair

### THE FITSAB PROGRAMMING CHAIR IS RESPONSIBLE FOR:

- Works in collaboration with the Programming Team (Led by the Director of Programming) to organize engaging programming initiatives that cultivate and promote the following programming pillars of
  - **CULTURE:** Cultural awareness, celebration, and current issues (i.e. cultural food events, cultural holidays)
  - **WELLNESS:** Mental, physical, and emotional wellness (i.e. yoga)
  - **ENTERTAINMENT:** Social, fun, community (i.e. arts and crafts, concerts)
  - **OFF CAMPUS:** off-campus events and experiences (i.e. Broadway shows, Sporting events)
- Ideate, produce and execute FITSAB's Annual Drag Pageant and Semi-Formal.
- Contribute to Department of Student Life campus wide programming initiatives, such as (but not limited) to new student orientation, countdown to commencement (Commencement Kick Off) and stress relief initiatives.
- Host a minimum of two (2) events a month as a collective team that fall under each programming pillar per semester
  - 2 Cultural Programs | 2 Wellness Programs | 2 Entertainment Programs | 2 Off Campus Programs
- Working closely with the FITSAB Supervisor on all cultural weeks/months of celebration that correlate with the Department of Student Life, including but not limited to:
  - Latino Heritage Month | Women's History Month | LGBTQIA+ History Month | Black History Month | Asian Pacific Islander Heritage Month | Diversity Week
- Creating strong connections with the Department of Student Life, Student Government Association, Clubs/ Organizations, Counseling Center, Health Services, Athletics, Wellness services, Chief Diversity Officer, and the International Student Office.
- Responsible for producing programs from ideation to execution, including but not limited to, program pitch, run of show, team delegation and budget.
- Execute all facets of individual programming including but not limited to contract execution, professional vendor communication, vendor payment set up, bill payment, catering ordering, supplies ordering, etc.
- Creating strong professional relationships with various vendors.
- Meeting with the SAB Supervisor on a consistent basis to discuss programming ideas and needs.
- Attending the National Association of Campus Activities Conference (NACA).

CONTINUED 

**REQUIREMENTS/RECOMMENDED SKILLS:**

- Genuine interest, passion, and appreciation for event planning and production, by understanding/awareness, and global/cultural awareness and knowledge
- Must be a matriculated student for at least **one academic semester** before serving
- Strong time management and strategic planning skills
- Must have a 3.0 Cumulative GPA
- Preferable Club/Group leadership experience
- Cannot serve on the Executive Board of a FIT Club or Publication, Resident Advisor or Orientation Leader