



# TCW Event Coordinator

Last revised: April, 2023

## **THE COMMERCE WEEK (TCW):**

The Commerce Week (TCW) is the official orientation week for incoming Asper School of Business Students, hosted by the Commerce Students' Association. The week consists of Orientation Day, the TCW Beverage Gardens, and the Commerce on the Quad Commerce Social which are hosted for all University of Manitoba students.

## **POSITION OVERVIEW**

The TCW Events Coordinators plan and manage all aspects of the TCW events including event programming, schedules, venues, security, and audio/lighting bookings. The TCW Events Coordinators will work with the Volunteer Coordinators and the Marketing Coordinators to ensure events are staffed and promoted appropriately.

## **POSITION RESPONSIBILITIES**

- Work together with TCW Co-Chairs, to develop programming and schedules for all TCW events
- Assist TCW Co-Chairs with any input required for event permitting
- Facilitate all event venue platform agenda creation and bookings
- Book and manage all event entertainment
- Communicate with various external parties including security, police, Red Frogs, the University of Manitoba, and more
- Coordinate with the Marketing coordinator to decide on the venue for creation of all promotional videos
- Work together with Directors of Corporate Relations to ensure arranged sponsorship
- Attend bi-weekly TCW Committee Meetings
- Attend and assist with all TCW events



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## LINES OF COMMUNICATION

- Committee members
- TCW Co-chairs and VP Student Life
- Various external contacts (talent, security, etc.)
- The Dean's Office and University of Manitoba

## SKILLS DEVELOPED

- Event planning
- Interpersonal skills
- Business communication skills
- Budget management
- Permit management

## POSITION DETAILS

Number of positions available: 3

Reports to: TCW Co-Chairs

## COMMITMENT LEVEL

Summer 2023	Fall 2023	Winter 2024
High	High	N/A

High = 10-15 hours a week

Medium = 5-10 hours a week

Low = Less than 5 hours