



### **Gig Manager**

The Gig Managers role is to ensure all needed equipment is on site for all in-person events. They are also responsible for coordinating volunteer staff and documentation (photo/video) of in-person events and the distribution of attained media to the Social Media Coordinator.

- Coordinate photography/videography at gigs and events
- Coordinate transport and set up equipment for gigs and events
- Coordinate volunteers for “day-of” responsibilities
- Work with Program Director to recruit and manage student performers for gigs and events

*Volunteer Term:* minimum 6 months

*Average Commitment:* 4 hours per month

*Reports to:* Program Director