

Enactus SFU 2017-2018

Media Minds – Event Manager



Position Overview:

The Media Minds **Event Manager** will have the opportunity to lead a team towards planning and executing the program's annual community screening night. This is an exciting chance to work with numerous key stakeholders and gain hands-on experience spearheading a community fundraising event. In this role, you will be able to further your communication and team management skills, while giving our participants a platform to share their stories and showcase their talents.

Your term will run from **June 2017 to May 2018.**

Responsibilities:

- Lead a group of peers towards planning and executing a successful event
- Maintain and build upon relationships with various stakeholders (students, mentors, faculty advisors, sponsors, and industry professionals)
- Creatively design an event fit for the specific group of students you are working with
- Empower participants with tangible skills to help throughout the process
- Ensure appropriate metrics are being tracked to monitor the event's progress and results
- Prepare for weekly meetings and contribute ideas

Qualifications:

- Experience organizing an event and/or leading a team
- Strong interpersonal and communication skills (written and verbal)
- Exceptional time-management skills with the ability to prioritize and multitask
- Enthusiastic and positive personality to keep the team motivated
- Comfortable working with diverse individuals
- Fundraising experience is an asset
- Experience in film is an asset

Please contact the Project Manager, **Jennifer Dao**, at mediaminds@enactussfu.com with any questions.