



**Job Title: Outreach Associate (OA)
Ticket Giveaways**

Purpose:

To solicit tickets for giveaway on-air and to station staff.

Principle Functions/Requirements:

I. Administrative Duties:

- a. Contact businesses/venues/promoters to obtain tickets to shows and events happening in the Eugene/Springfield area, Oregon and the West Coast, with a focus on tickets of interest to the KWVA listening audience;
- b. Coordinate with the Band Interviews Outreach Associate to schedule ticket giveaways during times when bands may be on-air; marketing department on the design and procurement of promotional items and merchandise for the station;
- c. Maintain a professional manner in all correspondence;
- d. Attend weekly marketing department meetings;
- e. Hold at least three office hours/week;

II. Clerical Duties:

- a. Create and/or maintain file for individual ticket donors including name of business, name of contact, address, phone number, dates contacted, tickets given, copies of giveaway sheets, etc...
- b. Make ticket giveaway sheet for each show/event, assign giveaways to DJs based on genre, notify AGM of giveaway, review DJ requests and allocate staff tickets, contact DJs who receive tickets, and once completed submit ticket winner and staff names to the ticket donor;
- c. Make cart request for each show/event for which tickets are provided, indicate a cart number and schedule the cart to play during genre-related shows;
- d. Submit monthly department reports to the Marketing Director.

Compensation/Selection Procedure:

\$60 month for 6 or 12 months

This position is available to all University of Oregon students enrolled at least half time for three out of four academic terms, in order to receive a stipend of \$60/month. The position begins July 1st and runs through December 31st or June 30th of the following year. Training will begin by May 1st and individual holding the position will be required to provide training to the incoming staff member. Position requires approximately 10 hours/week. Hired by the General Manager.

EOE/AA/ADA

Reports To:

KWVA Marketing Director

**KWVA: P.O. Box 3157 - University of Oregon - Eugene, Oregon - 97403
UPS/FedEx to: Suite M-112 - EMU - University of Oregon - Eugene, Oregon - 97403
(541) 346-4091 Business (541) 346-0648 Fax (541) 346-0645 Request Line**