



2008-2009

STUDENT EMPLOYMENT OPPORTUNITIES

CLUB STAFF

Legends Club Staff members ensure the overall safety, security and success of the Club. Responsibilities include, but are not limited to, the following:

- Monitor all club activities and identify potential problems.
- Become familiar with Legends' events and promote them regularly.
- Check ID's, confirm student status and distribute wristbands to patrons 21 years and older.
- Ensure that only wristbanded patrons enter the bar area.
- Keep patrons off the stage during performances.
- Verify that all patrons consuming alcohol in the Club are wearing a wristband.
- Actively work to prevent drink passing.
- Approach and assist in removing guests violating ND and Legends rules and regulations and local, state, and federal laws.
- Assist in setting up the Club for all events.
- Work the coat check.
- Provide information to guests in a friendly and helpful manner.
- Monitor club doors and maintain attendance count to guarantee that capacity regulations are followed.
- Routinely empty and remove trash, including empty cups, from the Club and lobby.
- Carry out the duties of the assigned posts.
- Know all the responsibilities and emergency procedures for each post.
- Attend all scheduled meetings with the Legends management.
- Follow instruction of Legends management.

Legends Staff members are required to work one late evening shift (9:30pm – 4:00am) each week (rotates between Thursday, Friday and Saturday each week). Promotional and information desk hours may also be available but are not guaranteed.

STUDENT CLUB MANAGERS

Each Legends Student Club Manager supervises one team of Legends staff members. Responsibilities include, but are not limited to, the following:

- Assist with staff training.
- Know all the responsibilities and emergency procedures for each post.
- Ensure that your team is fully staffed each week.
- Arrange for all shift switches.
- Motivate staff team to excellence.
- Meet with your team before each shift to review policies and procedures.
- Distribute and retrieve flashlights and radios.
- Assign team members to posts.
- Ensure that all staff members are performing their assigned duties at the highest level.
- Provide breaks to team members.
- Verify that all patrons consuming alcohol in the Club are wearing a wristband.
- Actively work to prevent drink passing.
- Approach and assist in removing guests violating ND and Legends rules and regulations and local, state and federal laws.
- Supervise clean-up and shut-down of the Club.
- Work with the General Manager and Program Coordinator on staff incentive initiatives.
- Communicate and meet regularly with General Manager and Program Coordinator.

Student Club Managers are required to work one late evening shift (9:30pm – 4:00am) each week (rotates between Thursday, Friday and Saturday each week) and work additional hours each week managing staff issues. Office and information desk hours may also be available but are not guaranteed.

DISC JOCKEYS

The Legends DJs will play music and operate lights for the Legends nightclub and rental events by working with the Legends General Manager and Program Coordinator. Responsibilities include, but are not limited to, the following:

- Provide DJ services from 12:00 am – 4:00 am Thursday through Saturday.
- Provide DJ services for any additional event occurring within Legends.
- Obtain proficiency of all Legends DJ equipment.
- Attend regular meetings with Legends staff.
- Have a current working knowledge of music and dance trends.
- Advise the Legends staff when new music is needed.
- Accommodate reasonable requests from guests as often as possible.
- Uphold the Legends nightclub music themes.

The DJs will be scheduled to work approximately one event every other week during the academic year, possibly more. Hours will vary from week to week.

SOUND TECHNICIANS

The Legends Sound Technicians will run sound and lights for Legends concerts and other campus events by working with the Legends General Manager and Program Coordinator and the Assistant Director of Student Activities. Responsibilities include, but are not limited to, the following:

- Assist with the advance of the show/event when necessary.
- Obtain proficiency on all sound and light systems owned and operated within Legends and the Student Activities Office.
- Properly and efficiently reinforce sound and light requirements for all Legends programs and Student Activities rentals.
- Load/unload entertainer's equipment.
- Transport equipment to Legends or other event site.
- Attend regular meetings with Legends staff.
- Assist the Legends staff during events with other tasks as needed.

The Sound Technicians will be scheduled to work approximately one event each week during the academic year, possibly more. Hours will vary from week to week.

MARKETING ASSISTANTS

Legends Marketing Assistants are responsible for the successful promotion and production of all Legends events. Each Assistant must help with the day-of-show details and other Legends special events and create a promotional plan in conjunction with the Program Coordinator and Graphic Designers. Responsibilities include, but are not limited to, the following:

- Create an all-encompassing promotional plan for events and shows.
- Adhere to a pre-determined budget.
- Strive for capacity attendance at all Legends events.
- Inform Legends staff of upcoming events and promotions.
- Meet strict deadlines.
- Reserve banner and table tent space.
- Work both independently and in a team setting.
- Provide fresh and innovative ideas to enhance overall marketing.
- Coordinate the distribution of marketing materials.
- Ensure marketing materials are displayed in approved areas.
- Supervision of all events within Legends.
- Loading and unloading equipment for the entertainers.
- Hospitality for the entertainers.
- Inventory and monitor entertainer's merchandise sales.
- Set-up and clean-up for entertainers.
- Attend scheduled staff meetings with the General Manager and Program Coordinator.

Marketing Assistants are required to promote a full weekend of shows every other week during the academic year and are required to be present during those shows. Hours will vary from week to week and include a weekly team meeting.

WEB DESIGNER

The Legends Web Designer will improve and update the existing Legends website by working with Legends Marketing Assistants and Management. Responsibilities include, but are not limited to, the following:

- Update website regularly.
- Create graphics and animation.
- Work both independently and in a team setting.
- Provide fresh and innovative ideas for the overall look and feel of the website.
- Suggest and implement ways to maximize site visits and page views per visit.
- Propose ways to capture site visitor information for promotional purposes.

The Web Designer is required to make weekly updates on the website during the academic year. Hours are somewhat flexible, but will vary from week to week and include a weekly team meeting.

GRAPHIC DESIGNER

Legends Graphic Designers work with the Program Coordinator and Marketing Assistants to formulate creative promotional materials for all Legends entertainment. Responsibilities include, but are not limited to, the following:

- Create posters, advertisements, table tents, banners, etc.
- Meet strict deadlines.
- Work both independently and in a team setting.
- Synthesize multiple ideas to create cohesive marketing pieces.
- Provide fresh and innovative ideas to enhance overall marketing.

Graphic Designers will create materials for each Legends show and special event during the academic year. Hours will vary from week to week and include a weekly team meeting.

PRESS WRITER

The Legends Press Writer is responsible for writing weekly press releases about the shows and happenings at Legends, writing upcoming event descriptions for the website and writing event summaries for Legends' monthly reports. The Press Writer also plays a substantial role in the creation of Legends weekly e-mail campaign, "The Beat". The Press Writer works as part of the Marketing Group which consists of 4 Marketing Assistants, 2 Graphic Designers and a Web Designer. Beyond a weekly marketing meeting that lasts one hour, the Press Writer works on his/her own time for a total of approximately 2-5 hours per week. The Press Writer should have excellent, professional and creative writing skills. The ability to handle several projects at once and meet strict deadlines is a must. Clear communication and teamwork is also essential. Basic knowledge of graphic and web design can be helpful.