

OXY

Occidental
College

Events Staff

KOXY Radio

Fall 2024

Duties/Responsibilities: The Events Staff are responsible for working with the Events Director to execute KOXY Radio events. They will assist with tasks such as making space reservations, attending CEAC and other relevant meetings, communicating with performers and other partnering parties, and assisting with event planning in general. Events Staff are welcome to take charge of smaller KOXY events as well as brainstorm ideas for radio station activity, and collaboration with other departments within KOXY is encouraged.

Qualifications: Prior experience working in event planning. Background in music, music production, live entertainment and/or sound engineering preferred.

Start date: August 27th 2024

End date: May 9th 2025

Work Schedule: Schedule will be determined based on needs

Hours Per Week: 8-10 (Extra hours may be required depending on scheduling of events)

Starting pay rate: \$17.28 per hour

Work Award: No

To apply, please submit student employment [application](#) to eulenberg@ox

